

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA



Seventy-fifth

Annual Catalogue

Announcements

1946-1947

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

(A STATE COLLEGE. FOUNDED 1871.)



Accredited by the
American Association of Teachers Colleges

Approved by the
West Virginia Committee of the North Central Association of
Colleges and Secondary Schools for the Training of
High School Teachers

SEVENTY-FIFTH ANNUAL CATALOGUE

Issued June, 1946

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OFFICIAL BOARDS

WEST VIRGINIA BOARD OF CONTROL

CAPITOL BUILDING

CHARLESTON, WEST VIRGINIA

In the management of educational institutions the State Board of Control has the direction of the financial and business affairs.

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L. STEELE TROTTER, <i>Treasurer</i>	Charleston

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COLLEGE CALENDAR

1946-1947

FIRST SEMESTER

1946

September 10, Tuesday, 9 a. m. to noon..... Freshman Tests, Assembly
September 10, Tuesday, 2 p. m. to 5 p. m..... Freshman Registration
September 10, Tuesday, 9 a. m. to 4 p. m..... Upper Class Registration
September 10, Tuesday, 7 p. m. to 9 p. m..... Registration for Night Classes
September 11, Wednesday, 8:15 a. m..... Classes begin
November 8, Friday, 3:40 p. m..... Mid-semester reports made up
November 12, Tuesday..... Mid-semester reports given out
November 27, Wednesday noon..... Thanksgiving recess begins
December 2, Monday, 8:15 a. m..... Thanksgiving recess ends
December 20, Friday, 3:40 p. m..... Christmas recess begins

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January 6, Monday, 8:15 a. m..... Christmas recess ends
January 21, Tuesday, 2:45 p. m..... Semester examinations begin
January 24, Friday, 4:30 p. m..... First semester ends

SECOND SEMESTER

January 28, Tuesday..... Registration
January 29, Wednesday, 8:15 a. m..... Classes begin
March 27, Thursday, 3:40 p. m..... Mid-semester reports made up
March 31, Monday..... Mid-semester reports given out
April 3, Thursday noon..... Easter recess begins
April 8, Tuesday, 8:15 a. m..... Easter recess ends
May 26, Monday, 2:45 p. m..... Semester examinations begin
June 1, Sunday, 8:00 p. m..... Baccalaureate sermon
June 2, Monday, 10:00 a. m..... Seventy-fourth Annual Commencement

SUMMER TERM

June 9, Monday..... Registration
June 10, Tuesday, 8:00 a. m..... Classes begin

THE ADMINISTRATION

W. H. S. WHITE, A. M., PED. D.	President
A. D. KENAMOND, A. M.	Dean and Registrar
J. L. EGLE	Financial Secretary
STEWART E. ARNOLD, A. B.	Librarian
HALVARD WANGER, M. D.	College Physician
MILDRED STARRY RHODES, R. N.	College Nurse
AUGUSTA MORGAN PHILLIPS	Manager, Miller Hall
HETTYE M. JONES	Supervisor, Rumsey Hall
JOSEPH STRIDER	Supervisor of Maintenance
THOMAS WASHINGTON	Head Janitor

THE FACULTY

- W. H. S. WHITE, *President*. Graduate student in education, Johns Hopkins, one summer term; A. M., West Virginia University, 1922; Ped. D., Salem College, 1933. (1920).
- STEWART E. ARNOLD, *Instructor in Library Science*. A. B., Western Maryland College, 1911; West Virginia University, summers 1912, 1913; Ohio State University, 1915-1916, summer 1916; Chautauqua Summer School, 1918-1922. (1924).
- I. O. ASH, *Professor of Education and Director of Laboratory Schools*. A. B., West Virginia University; A. M., University of Nebraska; Graduate student, University of California, one year; Ph. D. in Ed., University of Cincinnati, 1931. (1924).
- CATHERINE A. BURNS, *Professor of English Language and Literature*. Ph. D., University of Iowa, 1922. (1945).
- A. T. CLAY, *Associate Professor of Mathematics and Physics*. B. S., United States Naval Academy. Captain, United States Navy. A. M., The George Washington University, 1940. (1946).
- RUTH CONARD, *Assistant in Physical Education*. A. B., Shepherd College, 1945. (1946).
- SARA HELEN CREE, *Associate Professor of Physical Education*. M. S. in Physical Education, West Virginia University, 1937. (1941).
- CARL J. FARNSWORTH, *Instructor in Music*. Diploma, New England Conservatory of Music, 1915; A. B., New River State College, 1935. (1936).
- WARREN B. HORNER, *Associate Professor of English*. Extension, University of Rennes, Brest, France, 1919; A. B., West Virginia University, 1922; Salem College, three summer terms, 1924-1927; A. M., University of Chicago, 1928. (1929).
- A. D. KENAMOND, *Dean and Professor of Elementary Education*. Graduate student in science and education, University of Chicago, two summers and one fall quarter; A. M., West Virginia University, 1930. (1912), (1919), (1924).
- ROGER N. LEFEVRE, *Professor of Biology*. B. S., Virginia Polytechnic Institute; M. S., University of Virginia; Ph. D., West Virginia University, 1940. (1945).

CLETUS D. LOWE, *Athletic Coach and Instructor in Mathematics*. A. B., Shepherd State Teachers College, 1931; A. M., University of Maryland, 1941. (1940).

HAZEL H. NEWMAN, *Associate Professor of Home Economics*. Emporia State Teachers College, two years; B. S., Central State College, Oklahoma, 1930; Oklahoma A. and M., four summers; M. S. in Home Economics, Iowa State College, 1945. (1944).

MARY JOHNSON SCANLON, *Instructor in Art*. A. B., Shepherd State Teachers College, 1931; M. Ed. (Art Education), The Pennsylvania State College, 1941. (1941).

RUTH SCARBOROUGH, *Professor of History*. A. B., Bessie Tift College; A. M., Mercer University; Ph. D., George Peabody College for Teachers, 1932; Columbia University, 1932-1933; University of California, summer 1935. (1936).

FLORENCE SHAW, *Associate Professor of Education*. A. B., Kirksville State Teachers College; University of Chicago, summer 1927; A. M., George Peabody College for Teachers, 1931; The George Washington University, extension 1941. (1923).

ERNEST STUTZMAN, *Professor of Physical Sciences*. A. B., West Virginia Wesleyan College; Graduate student University of Wisconsin, one summer; B. S. Agr., and A. M., West Virginia University, 1930. (1928).

W. R. THACHER, *Professor of Economics and Geography*. A. B., West Virginia University; A. M., University of Chicago, 1916; University of Chicago, 1916-1917. (1922).

ETTA O. WILLIAMS, *Instructor in Commerce*. B. C. S., Bowling Green Business University, 1919. (1915).

LABORATORY SCHOOLS

ELEMENTARY SCHOOL

FREEL G. WELSHANS, A. B., <i>Principal</i>	Sixth Grade
FLORENCE GRUBBS.....	Fifth Grade
GEORGINA S. MCKEE, A. B.....	Fourth Grade
LOUISE RIGHTSTINE, A. B.....	Fourth Grade
KATHERINE THOMPSON REXRODE, A. B.....	Third Grade
MARY DONLEY REINHART.....	Second Grade
EUGENIA ATHEY LOWE.....	Second Grade
RUTH A. TAYLOR.....	First Grade
VIRGINIA HAWN, A. B.....	First Grade

JUNIOR AND SENIOR HIGH SCHOOL

K. W. EUTSLER, A. M., <i>Principal</i>	Mathematics, Social Studies
GLADYS HARTZELL, A. M.....	English
AGNES CALVIN, A. B.....	French, Latin
MARY HARTZELL DOBBINS, A. M.....	Social Studies, Music
RACHEL SNYDER, A. B.....	English, Social Studies
ANNE HARDESTY, B. S.....	Home Economics
CHARLES M. DERR, B. S.....	Science, Manual Training
KENNETH D. WALDECK, A. B.....	Physical Education
EVELYN DEHAVEN KITCHEN, A. B.....	Arithmetic

COMMITTEES

Credits

THE DEAN, DR. ASH, THE PRESIDENT

Commencement

DR. ASH, MISS SHAW, MISS CREE,
DR. SCARBOROUGH, MRS. NEWMAN

Student Loan Fund

THE PRESIDENT, MISS TURNER, MR. WELSHANS

Social

MISS WILLIAMS, MR. STUTZMAN, MRS. NEWMAN

Lyceum

DR. BURNS, DEAN KENAMOND, MISS SHAW

Assembly Program

THE PRESIDENT, MR. FARNSWORTH, DR. BURNS

CLASS ADVISERS

Seniors, Fourth Year—DEAN KENAMOND

Juniors, Third Year—DR. ASH

Second Year Secondary Education, including Arts and Sciences—MR. STUTZMAN.

First Year Secondary Education, including Arts and Science—DR. SCARBOROUGH

First and Second Year Elementary Education—MISS SHAW

First and Second Year Single Curriculum—MR. LOWE

First and Second Year Pre-Professional and Special Short Courses:

Pre-Engineering and Pre-Law—CAPTAIN CLAY

Pre-Dental, Pre-Medicine, Pre-Nursing, and Medical Technician—
DR. LEFEVRE

Smith-Hughes Home Economics and Short Course in Commerce—
MRS. NEWMAN

Unclassified Students—DR. BURNS

Night and Extension Students—MR. THACHER.

AIMS AND PURPOSES OF THE COLLEGE

1. The primary purpose of Shepherd College is the education of teachers, principals and supervisors for the elementary and high schools of the State, more especially in the eastern section. There are from 1,200 to 1,500 teachers and school workers in the counties served by Shepherd. With a ten per cent turnover annually, which is a low estimate, the schools need approximately 125 new teachers each year. These Shepherd hopes to supply adequately.

2. The professions of law, medicine and the ministry now require, in many sections, a full college course with baccalaureate degree, for entrance to their training. The degree offered here is accepted as meeting these high standards of requirement. What these professional and graduate schools are asking for, is a body of liberally and culturally trained young men and women. They can then supply the technical training necessary upon this excellent foundation which Shepherd strives to give.

3. Many vocations and industries now require a higher training than that afforded in high schools. The junior college movement is spreading rapidly over the United States. The slower turnover in employment, in practically all fields of endeavor, leaves the youthful high school graduate to wait two or more years before he is needed in industry or vocations. The first two years offered here are devoted largely to general education as a foundation for the professional courses required on the upper level. These two years constitute largely a general junior college course.

4. Courses primarily intended for the education of teachers, such as shorthand, accounting, typewriting, chemistry, home economics, journalism and the like cannot help but be beneficial to the special student who does not expect to teach. Business and technical industry absorb this type of young person with high appreciation of the added training.

SHEPHERD COLLEGE

Shepherd College dates its founding as a state normal school and teachers college, to an Act of the Legislature of West Virginia passed February 27, 1872; but it had its incipency in a classical and scientific school styled "Shepherd College," certificate of incorporation of which is on record at Charleston, January 12, 1872. Work under State support began in September, 1872. By authority of the State Board of Education Shepherd College State Normal School became a four-year teachers college on July 1, 1930, and the 1931 Legislature changed its name to Shepherd State Teachers College. The Legislature of 1943 restored its original name, Shepherd College.

When the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871, the people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Andrews, A. R. Bcteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran first principal of the institution, which was opened in September, 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following Act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson. The school is hereby placed on the same footing and subject to the same regulations as the other branches of the State Normal School; Provided, that the said building and lot on which it is erected shall be fitted up in a suitable manner for the purpose of such a school and conveyed in fee or for a term of years not less than ten, assigned or original, free of charge to the State for such fitting up, on occupancy." But the Normal School was not organized under this Act, and in September, 1872, the work of the College was resumed by order of the Board of Trustees. The large rooms in the old College building, now called McMurran Hall, had not yet been fitted up for occupancy, and only the rooms in the wings of the building were occupied.

On February 14, 1873, the Legislature of West Virginia amended the Act of February 27, 1872, making the Trustees of the College and the State Superintendent of Free Schools the Board of Regents for the government of Shepherd College Normal School. Before the school could be organized under this amended Act, the Legislature revised the whole school law and placed the school again "under the jurisdiction and control of the Regents of the State Normal School, in the same manner and to the same extent as the State Normal School at Marshall College." This Act bears the date of April 12, 1873.

In June, 1873, the Normal School Regents met in the Shepherd College building for the purpose of putting into force this Act, and then made an order establishing said branch of the Normal School *nunc*

pro tunc, that is to say, to make the order date back to September, 1872, and gave an order for the payment of the same amount of money that each of the other schools received for that year. At this same meeting, the Normal School Regents made their first appointment of teachers for the school and formulated a course of study and prescribed the conditions for graduating students.

LOCATION

The location of the College is most ideal. Situated in the charming old Town of Shepherdstown, nestled on the cliffy crags of the beautiful and historic Potomac which sweeps in graceful curves across the Shenandoah Valley at this point, remarkably free from all insidious fevers and diseases, with a wholesome social and moral atmosphere, an educated and cultured community, comparatively easy of access, it affords unsurpassed attractions and advantages to the earnest student.

The College is located on scenic and historic ground. To the east loom up the fine wooded sites of the Blue Ridge, and to the west those of North Mountain. The Potomac River flows past the town and affords fine boating and fishing, while on its northern bank is the old historic Chesapeake and Ohio Canal. To the south and north spreads out the broad, beautiful and historic Valley of Virginia. Three miles north is Sharpsburg and the battlefield of Antietam with its fine mounuments and the National Cemetery, while some seventy miles to the south is the famous Luray Cavern. The same distance to the east is Washington, the National Capital. All of these things cannot fail to leave their permanent impress on the mind of the observant student.

HOW TO REACH SHEPHERDSTOWN

Shepherdstown is on the Norfolk and Western Railroad, which connects with the main line of the Baltimore and Ohio Railroad at Shenandoah Junction, six miles to the south; or with the Western Maryland Railroad at Hagerstown, Md., eighteen miles to the north.

Students who live on or near the Baltimore and Ohio lines will come via that road to Martinsburg, and take bus at the City Square to Shepherdstown, a ride of eight miles. The Shepherdstown bus leaves Martinsburg daily at 8:15 a. m., 12:00 noon, and 5:10 p. m.; on Saturdays at 10:30 p. m.; and on other days of week at 10:00 p. m.

The Hagerstown bus leaves Hagerstown at 5:20 p. m., reaching Shepherdstown at 6:05 p. m.

CONDITIONS OF ADMISSION

Admission will be based upon graduation from a standard high school, which according to the rules of the State Board of Education means the completion of sixteen standard units. It is provided that any curriculum prescribed or provided for in the new high school course of study for West Virginia may be accepted as meeting this requirement.

By special order of the State Board of Education, teachers of experience and others preparing to teach who are at least twenty-one years of age may be admitted and assigned such college work as they are able to carry. In making up any deficiency in high school work, such mature students may substitute six college hours for a unit of high school work.

Suggested High School Curriculum

Type curriculum for the ninth, tenth, eleventh, twelfth grades—recommended for high school students who are expecting to teach:

English	4 Units
Social Studies	3 Units
Science	2 Units
Mathematics	2 Units
Vocational Subjects or Languages.....	2 Units
In one of the preceding groups one additional unit.....	1 Unit
Health, Physical Education, Art and Music.....	2 Units

Total 16 Units

It is recommended that high school students who will prepare for law and medicine include two units of Latin in their curriculum.

Engineering schools generally require one and a half units of algebra and one unit of plane geometry, and recommend one-half unit of solid geometry.

Credit for Work Done Elsewhere

Credit will be given students for satisfactory work done in other colleges given accredited standing by the State Board of Education, or accredited either by the Southern or North Central Association. Before receiving such credit, students must present a certified statement from such school setting forth in detail the work satisfactorily completed there.

All credits must be sent before the student's entrance to Dean Kenamond, Chairman of the Committee on Credits.

COLLEGE CREDIT FOR MILITARY SERVICE

(Approved by the State Board of Education September 27, 1944)

Institutions of higher learning in West Virginia will grant credit of 8 semester hours to an individual who presents evidence of having completed successfully the basic training courses in the Armed Forces. This credit shall be assigned to physical education, hygiene, military training, or appropriate electives.

Correspondence work done with duly accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned.

Credit for the Army specialized and Navy college training programs carried on by college and university staffs should be determined by each institution in accordance with its usual policies, and such credit should be recorded by the registrar. For the purpose of transferring from one institution to another, a transcript should be issued, including the credit values, descriptions of the content, and the levels of the courses pursued. The institution that receives the transcript should follow its regular policies in determining the credit it will allow.

General Education Placement. At the time the individual is discharged from the armed forces, the Armed Forces Institute will make available to the educational institutions a "competence profile" of the returning service man (or woman), including his full military and previous educational record and also his Classification score and his scores in a battery of tests of general educational competence; to enable the school or college to effect an appropriate educational placement of the applicant in terms of his indicated educational maturity and the extent to which he has met the general educational requirements of the school or college.

Credit in Special Fields. On the basis both of his general record and his achievement in the competence level battery, the returning student will be tested further in fields of special competence or training; and upon the scores of these detailed tests, which will also be supplied by the Armed Forces Institute, the receiving institution will be able to determine in terms of its own curricula what specific credit the candidate is entitled to receive in any special fields or subjects; and, as well, to plan and recommend a program of study for him.

In administering the foregoing provisions all duplication of credits is disallowed.

In administering the foregoing provisions no fractional credits shall be allowed other than one-half.

(Later regulations on credit for Veterans.)

Physical Education credit for basic or recruit training. The eight semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours Health Education; two hours First Aid; four hours Recreational Activities; four hours Team Sports.

General Educational Development Tests, High School Level. A high school is authorized to award a high school diploma on the basis of a minimum standard score of 35 on each of the five tests or an average standard score of 45.

General Educational Development Tests, College Level. The norms required for credit of six semester hours on each of the four College Level Tests are as follows:

Correctness and Effectiveness of Expression—50.

Interpretation of Reading Materials in the Social Studies—55.

Interpretation Reading Materials in the Natural Sciences—57.

Interpretation of Literary Materials—53.

HOW TO ENROLL

The students on the opening day of a term or semester should see the Registrar in the Library, fill out an enrollment card, and then pay the tuition fee to the Financial Secretary found in the room adjoining the President's office. If any work has been done elsewhere, credits should be presented to the Dean, who will indicate in a general way the classification of any student. Students should then present themselves to their respective class advisers (page 11), who will be found in their regular classrooms and will assist the student in making out programs of work. All students, except entering freshmen, should write out and carry a complete list of their credits with them when consulting about class assignments. The class assignment card should then be exchanged for class tickets, which will be taken up by the instructor at the first class meeting.

Every student should familiarize himself with the college catalogue and all requirements for certificates and degrees, and is held primarily responsible for meeting those requirements.

CLASSIFICATION OF STUDENTS

Classification of students is made at the opening of the regular school year in September on the following basis: first year, less than 23 semester hours; second year, 23 to 50 semester hours; third year, 51 to 86 semester hours; fourth year, 87 or more semester hours; un-

classified, mature students who lack a portion of the required units for high school graduation. Students entering for a later term or semester are classified on the basis of 32 semester hours for second year, 64 for third year, and 96 for fourth year.

The student's total honor points must equal the minimum hours required for a particular classification at the beginning of a given term or semester.

AMOUNT OF WORK TAKEN

Thirty-six semester hours for the year is the maximum amount of work allowed. Thirty-two hours will usually prove sufficient for the average student. The student's first semester's work will be restricted to 17 hours and the work of any subsequent semester to 16 hours, unless preceding work has reached a quality point average of one. Exception to these rules may be made only on petition to the Committee on Credits.

EXPLANATION OF TERMS

A semester hour consists of one hour recitation with two preparation hours per week for eighteen weeks. Two laboratory or shop periods per week equal one hour's work. Periods are 60 minutes in length.

Program means the daily scheme of work.

STUDENT COUNSELING SERVICE

While the President and the Dean are official advisers for the College, it is believed that many students can be aided in their progress and development by frequent conferences with their instructors, and they are invited to make use of such opportunity.

The class advisers are available for arranging suitable schedules of work and for counsel on personal, social, and academic problems. Health problems should be referred to the instructors in physical education. Instructors in the department in which a student is majoring may be of special service. All members of the faculty are available and will gladly give time for advice, and, further, each instructor has posted a time—at least once a week—specially reserved for such conferences. The Veterans Administration counselling officer visits the College one day a week.

LATE ENTRANCE

All students are urged to enroll on the first day of a semester or term, but sometimes the opportunity to attend college does not open up to the student until the term is well started. To avoid any disappointment on the late arrival, a student wishing to enter after the sixth day of a six weeks term, the ninth day of a nine weeks term, or the eighteenth day of an eighteen weeks term, should write the President for permission to enter late.

A fee of \$2.00 is charged for late registration.

ABSENCE FROM CLASSES

Students who are absent from classes, due to their own illness or to serious illness or death in their immediate families, or to floods and storms making transportation to and from college dangerous, may

secure excuses from the President's office. Such excuses will permit a student, by arrangement with instructors, to make up the work missed. To be accepted, the excuse must be presented to the instructor within one week after the absence was incurred.

Absences caused by participation in such college activities as athletics, debating, and chorus, entitle the student to arrange with instructors of classes missed to make up laboratory work, outside reading and reports, without deduction from the class grade, provided the student writes an explanation of such absence, has it certified by the coach, or director, of the activity and presents it to the instructor immediately after the absence is incurred.

Excuses are not issued for "convenience" absences, such as are due to personal engagements of a business or other nature, to difficulties or inconveniences in commuting arrangements, and the like.

"Convenience" absences are not permitted on the first meeting of a class or on any day of an assigned test. A student absent from an assigned test will not be permitted to make up the test until an authorized excuse is presented to the instructor.

Instructors will be strict in imposing a proportionate reduction from the final grade when the number of unexcused and "convenience" absences is in excess of one for each credit hour assigned to the course.

If a student has been absent 15 per cent of the total class periods for any cause whatsoever, no final grade can be given without permission of the Committee on Credits.

WITHDRAWAL AND CHANGE IN ASSIGNMENT

Students desiring any change in assignment or permission to withdraw from any course should consult the Dean. Necessary withdrawals from school should be reported to the Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must also be reported, and financial clearance made, at the President's office.

MARKING SYSTEM

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; E—Condition; F—Failure; I—Incomplete; W—Withdrew before mid-semester; WP—Withdrew passing after mid-semester; WF—Withdrew failing after mid-semester; WIF—failure due to irregular withdrawal.

E—Condition indicates unsatisfactory work. When the condition is removed the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily the final grade may be any of the four passing marks.

If the deficiency represented by I is not made up within a year, the grade I automatically becomes F.

In a typical unselected group of 100 college students, we should normally expect to find approximately: A, 7; B, 23; C, 40; D, 23; I, E and F, 7.

Quality Points

- A—3 quality points for each semester hour of credit.
- B—2 quality points for each semester hour of credit.
- C—1 quality point for each semester hour of credit.
- D—0 quality points for each semester hour of credit.

Quality points are transferable among the colleges under the jurisdiction of the State Board of Education.

Honor Distinction

Students with averages of 2.50 or above graduate with high honors.
Students with averages of 2.00-2.49 graduate with honors.

SCHOLARSHIP REQUIREMENTS FOR CONTINUANCE IN COLLEGE

A student who fails to pass on 50 per cent of the work carried in any semester will not be permitted to enroll the following semester without permission of the President.

AVERAGE NECESSARY FOR GRADUATION

While D is the passing grade for any subject, a weighted average of C on all subjects, or a total number of quality points equal to total semester hours of credit, is required for graduation.

Candidates for degree for high school teaching must average C in each teaching field and in the twenty required hours of education.

Candidates for degree for elementary school teaching must average C in the required hours in education.

SPECIAL CURRICULUM REQUIREMENTS FOR GRADUATION

Under Courses of Study appearing later in this catalogue may be found a statement of constants and special requirements for the different degrees and diplomas.

At least 45 semester hours of the work toward any degree must be elected from courses numbered 300 or above.

APPLICATION FOR GRADUATION

The Dean's office provides a blank form of application for graduation adapted to ready checking against requirements as to subject groups. Students not in residence throughout the regular year in which they hope to meet requirements for graduation by summer term attendance should write for application for graduation not later than February 15.

Candidates for graduation are required to be present, in cap and gown, at commencement exercises in June of the year in which they complete the work for a degree.

ADMISSION TO DIRECTED TEACHING

Requirements for admission to directed teaching are as follows:

1. Credit for six or more semester hours of education.
2. Reaching of prescribed standards in standardized tests in English fundamentals and handwriting, for either elementary or high school teaching. A standard test in arithmetic must also be passed to be ad-

mitted to any directed teaching except for those whose high school teaching subject combinations include only English, French, art, music, social studies and physical education.

3. Quality points equal to total semester hours of credit up to the time of admission to directed teaching.

4. Quality points equal to total semester hours in education up to the time of admission to directed teaching.

5. Quality points equal to total semester hours of the teaching subject.

6. Senior standing for admission to high school teaching, and for the second block (Education 409) of directed teaching in the elementary school.

ENROLLMENT AND TUITION FEES

The State Board of Education has adopted the following fees:

West Virginia Students.....\$25.00 a semester

Non-resident Students.....\$45.00 a semester

An additional fee of \$5.00 per student per semester is charged for athletics and other student activities.

Summer School.....\$22.00 for six weeks; \$33.00 for twelve weeks

Extension Courses.....\$5.00 per semester hour

FEES FOR PART-TIME STUDENTS

For students doing less than full work of a semester, the fees are as follows: For 1 semester hour, \$5.00; for 2 semester hours, \$8.00; for 3 semester hours, \$10.00; and \$3.00 for each additional hour up to and including 8 semester hours, after which full tuition shall be charged. Part-time students pay one-half of the regular fee for student activities.

Special fees for Summer School will appear in the Summer School Bulletin.

REFUNDING FEES

Students withdrawing from the college before the end of the second week of a semester may obtain a refund of three-fourths of the semester's fees. Students withdrawing before the end of the fourth week of a semester may obtain a refund of one-half of the semester's fees. After the end of the fourth week no part of the fees can be refunded.

For the Summer Term no fees are refunded after the end of the second week.

EXPENSES

Board and Room	\$252.00		\$252.00
Books and Stationery	25.00	to	30.00
Laundry	20.00	to	30.00
Tuition	60.00		60.00
<hr/>			
Total for Resident Students	\$347.00	to	\$362.00
<hr/>			
Total for Non-resident Students	\$387.00	to	\$402.00

To this should be added traveling and incidental expenses, which will vary with the distance traveled in coming to the college, and the personal habits and inclination of the student.

APPROVED DEFINITION OF RESIDENCE

The residence of a person under 21 years of age is fixed by the residence of his parents, bona fide guardian, or the parents with whom he makes his home.

NOTE: A person named as a guardian for the purpose of obviating this provision is not a bona fide guardian. A declaration of intended residence in the State of West Virginia shall not constitute citizenship within said State for the purpose of establishing residence under this provision.

A resident student is one whose actual bona fide residence is within the State of West Virginia.

A person who resides in another state and comes into West Virginia for the purpose of attending school, or for any other temporary purpose must pay the tuition fee fixed for a non-resident student.

BOOKS

Students will do well to bring with them any books they may have, but should not purchase new books until they have enrolled and been assigned to their courses.

Students of the more advanced classes frequently have second-hand books for sale at from three-fifths to four-fifths of the original cost.

New books may be secured from the College Book Store, at approximately \$1.25 per semester hour of credit.

BOARDING

Dormitory—So far as accommodations allow, young women without relatives in town will room and board in the dormitory.

A reservation fee of \$5.00 should accompany each application for dormitory accommodations. This will apply toward payment of dormitory fees. In no case will fee be returned.

All the bed linen and toweling for the dormitory rooms are furnished by the state, but each student is requested to bring a pair of woolen blankets, one quilt, one small rug, dresser scarf. Curtains are not furnished but can be purchased jointly by room-mates.

Private Homes—Many of the best homes in the town accommodate student roomers and boarders. Young women who fail to secure places in the dormitory take advantage of the privileges, and men also find accommodations in private homes where they seem to be well satisfied with their treatment. Board and room with private families varies from \$10.00 per week upward.

The President has jurisdiction over these boarding places and persons who keep student boarders are required to enforce any regulation in reference to the conduct of students in their homes which he may from time to time feel it necessary to prescribe.

STUDENT LIVING

The following is an order of the State Board of Education for all colleges where dormitories are maintained for women:

"The college authorities recognize only the relationships of: grandparents, parents and a married brother or sister as justifying a woman student to sign 'Living with relations.'

"The college authorities do NOT recognize that a woman student may register to live with aunts, uncles, cousins, or friends. Such arrangements are looked upon as exceptional, and will be granted by the Dean of Women only upon personal application of both parties and under very unusual circumstances.

"The Housing Regulations pertain to ALL women registering in colleges under control of the State Board of Education, regardless of age or marital status, and are in effect during all sessions, summer as well as spring and fall.

"A complete list of approval rooming houses for colleges under the supervision of the State Board of Education may be procured from the offices of Dean of Women."

DORMITORY RULES

The following rules have been adopted by the State Board of Control:

1. No person shall room in the dormitory who does not board there.
2. No student who is not a resident of the State of West Virginia shall room in the dormitory, except by special permission.
3. The rates are as follows:

Board per week	\$6.00
Rooms, per week, per person	1.00

The rules and regulations for the government of the dormitory are designed to meet the intellectual, social and moral needs of the students and are rigidly enforced. Any student who steadfastly refuses to conform to the regulations shall be dismissed from the school. No deductions are made on account of absence from the dormitories except at the regularly scheduled holiday vacations, and in cases of illness.

Students are required to replace all broken or useless electric light globes in their rooms during occupancy. For any mutilation of walls, floors or furnishings or loss incurred by the student a replacement fee will be charged.

Radio in Room—A student operating a private radio in a dormitory room is charged a service fee of 50 cents per semester.

STUDENT LOAN FUND

A few years ago a student loan fund amounting to about \$150 was contributed by alumni of the school and several worthy young people have already been aided. The class graduating in 1917 invested \$100 in a Liberty Bond, and the faculty at the same time invested \$50, both contributing thus to the loan fund. Since that time contributions have been increasing in number.

The Y. W. C. A. contributed \$50 to the fund in 1927. The class of 1926 left \$150 as a class fund which is to supplement the Student Loan Fund. For a number of years Miss Ella May Turner has added \$50 annually to the fund.

The fund is in charge of W. H. S. White, president of the school and ex-officio chairman of the loan committee; Ella M. Turner, member of the alumni association; and Mr. Freel G. Welshans, president of the alumni association. Applications for loans from the fund should be made to the president of the school.

Deserving students may also secure loans from the West Virginia Knight Templar Student Loan Fund. The amount is limited to \$250 a year to each student.

RAYMOND BABY SCHOLARSHIP FUND

Two scholarships are made possible by bequest of the late Raymond Baby and will be in the amount of income from \$8,700.00 and seven shares of Crown Savings and Loan Company Capital Stock.

RELIGIOUS INFLUENCE

It is not to be supposed because this is a State School and in no way connected with any religious denomination or sect that it encourages any the less character building and religious living. On the contrary, it is often found the moral and religious atmosphere that pervades State Schools such as this is in every way as wholesome and as conducive to upright Christian living as that of schools which are under the control of some religious sect.

Shepherdstown has most excellent advantages in this regard, there being six churches having regular services, presided over by a clergy of unusual ability for so small a town. Students are welcomed to their services by both pastor and congregations and find here a pleasant church home. Most of the students are active workers in the Sunday schools and churches, as are also most of the members of the faculty.

A Young Women's Christian Association and a Young Men's Christian Association are active organizations of the college.

SOCIAL DIVERSIONS

Social diversions of a pleasing cultural character are not lacking at Shepherd College. Receptions are given each year by the faculty and the various student organizations. All these functions are given under proper supervision and they do much toward bringing about the cordial and sympathetic relationship between faculty and students that is so characteristic of this college.

GENERAL REGULATION ON DISCIPLINE

The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else.

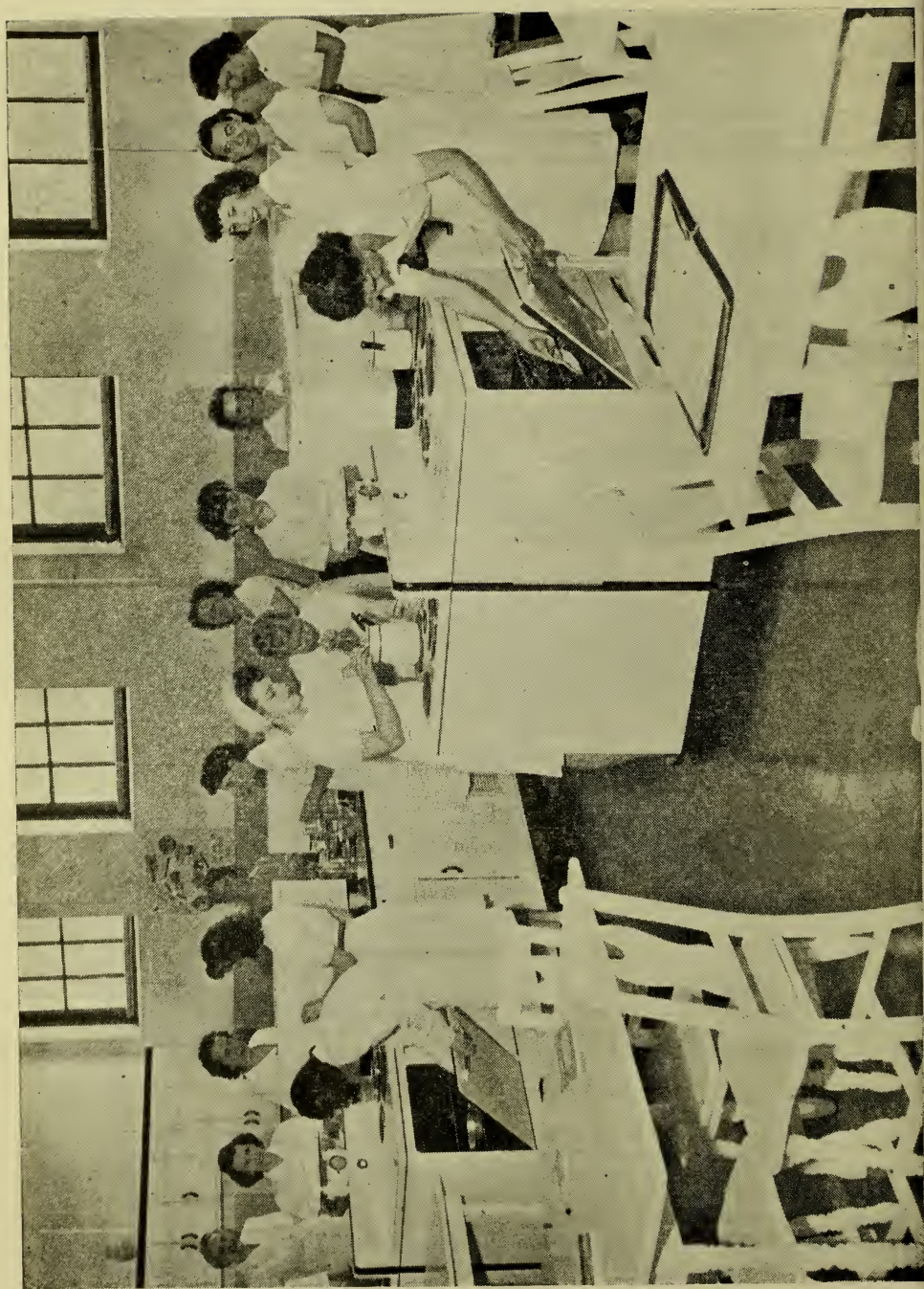
The president and faculty shall have authority to formulate specific regulations for the administration of this provision.

COLLEGE ASSEMBLIES

A college assembly is held each Wednesday morning at 10 o'clock, at which there are special lyceum or entertainment numbers, visiting speakers of note, and programs prepared by student groups. Every student is expected to be present at these assemblies.

TRANSCRIPT OF CREDIT

At the end of any semester or term, students who wish to discontinue their work or to transfer to another institution may secure transcripts of their credit and certificates of honorable dismissal by applying to the Dean, and submitting clearance slips from the Book Store, Library, Dormitory and Financial Secretary that all bills are paid. No charge is made for the first transcript, but each copy thereafter will be charged for at rate of one dollar (\$1.00) per copy. Carbon copies of transcript are charged for at the rate of 25 cents per copy.



PHYSICAL EQUIPMENT

BUILDINGS

McMurran Hall—This is the original Shepherd College building, erected by Rezin D. Shepherd in 1860 for community use. This was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. It contains six commodious rooms for classes in music, journalism and public speaking.

Reynolds Hall—This building, which adjoins McMurran Hall, was erected in 1889 by the citizens of Shepherdstown and put at the disposal of the college. It is now used for theatricals and assembly programs.

Knutti Hall—This is the main college building, completed and first occupied in the spring of 1904. The basement contains a gymnasium, lavatories, rest rooms, a manual training shop. The first floor contains the President's office, Dean's office, financial office, book store, library, rest room, and four commodious classrooms. On the second floor are found an auditorium seating about five hundred, five classrooms, offices, and rest rooms.

Miller Hall—This hall for women, erected in 1915, is a three-story colonial dormitory just two squares from the main building. The dining room, with a capacity of one hundred or more, laundry, kitchen, serving room and the heater room are on the first floor. On the second floor are a large reception room, office, rest rooms and nine bed rooms. Each bedroom contains two closets and lavatory with hot and cold water. The third floor contains thirteen bedrooms, and rest rooms. The east, north and south sides have porches.

All inquiries concerning rooms should be addressed to the resident of the College, or to Mrs. Augusta M. Phillips.

President's Cottage—A ten-room home for the President, bought by the College in 1915.

Rumsey Hall—This is the men's dormitory, one square from the main building, purchased by the College in 1921, originally a hotel building. It contains twenty-seven bedrooms, two reception rooms, bathrooms and lavatories. No dining hall is maintained in the building. Meals for men are served in the dining room at Miller Hall.

Reservations may be made by applying directly to the President of the college.

White Gymnasium—This building, erected in 1925, has ample room for physical education classes, basketball, indoor baseball and tennis.

Home Economics Cottage—This cottage is one of the older buildings in Shepherdstown and was purchased by the College in 1927. On the first floor are two large rooms, one used as a dining room and the other as a kitchen. On the second floor are a bedroom, sitting room and lavatory.

Snyder Science Hall—This is a three-story, 58 by 121 building, erected at a cost of \$140,000 and made available for use at the beginning of the 1942 summer term. This building is ample to accommodate all the work in science for a college with an enrollment of 400 students. The first floor is devoted to a social room, laboratories for foods, dietetics, textiles and clothing, and a unit for geology lectures and laboratory. The second floor has laboratories and classrooms for elementary and advanced biology, bacteria culture room, museum, a plant room and an animal room. The third has a classroom and laboratories for elementary and advanced chemistry, a weighing room, and a classroom and a laboratory for physics.

LIBRARY

The library occupies an attractive and well-lighted section of the first floor of Knutti Hall, extending nearly the length of the rear of this building. It contains approximately 18,500 well-selected volumes, including reference works, authoritative writing on education, and representative literature of outstanding modern authors as well as the classics of the past. About 150 general, technical and professional periodicals are subscribed for, covering all courses in the curriculum, especially those relating to elementary and secondary education. The library offers a pleasant environment for study and research. It is open from 8:00 a. m. until 5:00 p. m. every school day and from 9:00 a. m. until noon on Saturday.

FAIRFAX FIELD

This fine field lies in the rear of Miller Hall and is entirely adequate for all open air games, football, baseball, hockey and track. During the year 1942 this field was considerably improved by tile drainage and grading and erection of walls at a cost of approximately \$15,000. A large grandstand was erected several years ago on the south side of the field.

STUDENT ACTIVITIES

Young Women's Christian Association—The regular time of meeting is Monday evening.

Young Men's Christian Association—The regular time of meeting is Monday evening.

The Picket—This college paper now in its fifty-first year is issued twenty times a year by a staff of student editors elected from the class in journalism.

The Student Association—This is directed by the student president, vice-president, secretary-treasurer and members of the student council elected two from each class.

This association has a committee on social activities, a committee on student publications, and a committee on athletics.

Award of athletic insignia and gold medals for intercollegiate orators and debaters are made through this association.

Alpha Psi Omega—This is the National Honorary Dramatic Fraternity of the campus. It was founded at Fairmont State College in 1925 and chartered at Shepherd College in 1932.

Kappa Delta Pi—This is a National Society in education open to juniors and seniors maintaining honor standards in academic subjects and education. Founded at the University of Illinois in 1911, its 119th, or Delta Psi Chapter, was installed at Shepherd College on May 27, 1939.

Forsenic Society—Shepherd has always taken an active part in intercollegiate debating and oratory. All students interested in forensic work are urged to try out for either debate or oratory. Individuals are selected to represent the college in intercollegiate contests by eliminations held earlier in the season. English credit is given for participation in either debate or oratory.

For several years Shepherd debating teams have not only engaged teams from leading colleges in this region but have won more than their proportionate share of contests in the West Virginia tournament and in the large regional tournament held annually at Winthrop College, at Rock Hill, South Carolina.

International Relations Club—A group of students organized for the study of international problems, and sponsored by the Carnegie Foundation on condition that the members study and discuss world affairs from an unprejudiced and objective point of view.

Social Fraternities—Social fraternities are represented by the Theta Sigma Chi Fraternity, the Zeta Sigma Fraternity (West Virginia Gamma Chapter), the Alpha Sigma Tau Sorority (Chi Chapter), and the Sigma Sigma Sorority (Beta Delta Chapter).

The Shepherd College Choir—The Choir was organized in September, 1936, for the purpose of offering opportunity for study and public performance of the best choral literature, especially that of the a cappella style. In addition to concerts given locally, the choir takes an extended tour. To meet the exacting requirements essential to a perfect performance, the choir practices four times a week. Students who wish to gain entrance to the choir must make application for membership and take tests for talent and ability during the first week of the first semester.

Future Teachers of America—The Cohongoroota Chapter of the Future Teachers of America was chartered in 1939 by the National Education Association and has for its purpose the development of a professional spirit in prospective teachers.

Home Economics Club—Organized in 1942 and open to students enrolled in the Home Economics Department.

COURSES OF STUDY

Fourteen courses of study are offered, as follows:

1. Curriculum for Third Class Elementary Certificate, consisting of two years and preparing for teaching in the elementary school. Heretofore this has been known as the Standard Normal Course.
 2. Curriculum for Second Class Elementary Certificate, consisting of three years and preparing for teaching in the elementary school.
 3. Degree Course in Elementary Education, consisting of four years.
 4. Degree Course in Secondary Education, consisting in four years.
 5. Curriculum for Public School Certificate, consisting of four years and preparing for teaching in both elementary and high schools, or the "single curriculum."
 6. Degree Course in the Arts and Sciences for students desiring the liberal arts course leading to the Bachelor of Arts degree.
 - 7-14. Pre-professional and special short courses.
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CURRICULUM FOR THIRD CLASS ELEMENTARY CERTIFICATE

(A two-year program for the training and certification of elementary teachers and principals, as outlined in Bulletin I, Certification of Teachers, 1938, issued by the State Department of Education.)

Students admitted to this curriculum must attain a definite standard in the following subjects: English composition, spelling, and arithmetic—the eighth grade norm on a standard test; and penmanship—70 on the Ayres' scale.

Subjects required:

Composition, 5 hrs.; Children's Literature, 2 hrs.; 3 hrs. elective from Literature, Advanced Composition, Library Work.

American History and Government, 6 hrs.; West Virginia History, Government and Geography, 3 hrs.; Sociology or Economics, 2 hrs.; Geography, 2 hrs.; 2 hrs. elective from advanced courses in History, Government, Economics, Sociology, Geography.

Biological Science, 3 hrs.; Physical Science, 3 hrs.

Practical Arithmetic, 2 hrs.

Introduction to Music, 2 hrs.; Public School Music, 4 hrs.

Introduction to Art, 2 hrs.; Public School Art, 2 hrs.

Physical Education 121, 122, 2 hrs.; Leadership in Physical Education, 1 hr.; Health Problems, 2 hrs.; Rhythmic Activities, 1 hr.

Educational Psychology, 3 hrs.; Principles, Methods, and Management in Elementary Schools, 3 hrs.; Organization and Program of Study of the West Virginia School System, 2 hrs.; Directed Teaching, including training in the primary, intermediate and upper elementary grade levels, 3 hrs.

Education electives, 2 hrs.

Academic electives, 2 hrs.

This certificate requires 64 hours and recommendation from the college where 32 hours of residence work has been completed or from the college where the last 16 hours of residence work has been completed in addition to a year's residence in another institution.

This certificate requires a general average of C on total hours, and an average of C on hours offered in Education.

Completion of this curriculum entitles the student, upon application and payment of a fee of one dollar, to receive a third class elementary certificate valid for three years and renewable under certain conditions for three-year periods.

CURRICULUM FOR SECOND CLASS ELEMENTARY CERTIFICATE

(A three-year program for the training and certification of elementary teachers, as outlined in Bulletin I, Certification of Teachers, 1938, issued by the State Department of Education.)

Subjects required:

English Composition, 5 hrs.; Children's Literature, 2 hrs.; 5 hrs. elective from Literature, Advanced Composition, Library Science and Speech.

United States History and Government, 6 hrs.; West Virginia History, Geography and Government, 3 hrs.; Economics or Sociology, 2 hrs.; Geography, 2 hrs.; 2 hrs. elective from History, Government, Economics, Sociology, Geography.

General Biological Science, 3 hrs.; General Physical Science, 3 hrs.; elective Science, 3 hrs.

Practical Arithmetic, 2 hrs.

Introductory Music, 2 hrs.; Public School Music, 4 hrs.

Introductory Art, 2 hrs.; Public School Art, 4 hrs.

Health Problems, 2 hrs.; Physical Education, 121, 122, 2 hrs.; Leadership in Physical Education, 1 hr.; Rhythmic Activities, 1 hr.

Educational Psychology, 3 hrs.; Principles, Methods and Management in Elementary Schools, 5 hrs.; Directed Teaching, 3 hrs.; West Virginia School System and Program of Study for Elementary Schools, 2 hrs.; 2 hrs. elective from History of Education, Philosophy of Education, Educational Sociology, Kindergarten-Primary Education, Tests and Measures, Child Psychology, Elementary School Administration and Supervision.

Electives, 25 hrs., not more than 9 of which may be in Education.

An average of C is required in Education and in total hours.

Directed teaching shall include training in the primary and intermediate and upper grades.

Completion of this curriculum entitles the student, upon application and payment of fee of one dollar, to receive a second class elementary certificate valid for four years, and renewable under certain conditions for four-year periods.

CURRICULUM FOR DEGREE IN ELEMENTARY EDUCATION

This is a four-year program for the training and certification of elementary teachers and principals.

Completion of this curriculum entitles the graduate, upon application and payment of a fee of one dollar, to receive a first class elementary certificate valid in the elementary grades and the junior high school for five years, and renewable under certain conditions for five-year periods.

Requirements

English Composition, 5 hours; Speech, 2 hours; Children's Literature, 2 hours; elective English, 6 hours from Literature, Advanced Composition and Library Science.

United States History and Government (integrated), 6 hours; West Virginia History, Government and Geography (integrated), 3 hours; Economics, 2 hours; Sociology, 2 hours; Geography, 2 hours; elective Social Studies, 3 hours from History, Government, Economics, Sociology, Geography.

Practical Arithmetic, 2 hours.

General Biological Science, 3 hours; General Physical Science, 3 hours; elective Science, 3 hours from Biological Science and Physical Science.

Introduction to Music, 2 hours; Public School Music, 4 hours.

Introduction to Art, 2 hours; Public School Art, 4 hours.

Health Problems, 2 hours; Physical Education 121, 122, 2 hours; Leadership in Physical Education, 1 hr.; Rhythmic Activities, 1 hr.

Educational Psychology, 3 hours; Teaching Methods, 5 hours; Directed Teaching, 5 hours; West Virginia School System and Elementary Course of Study, 2 hours; a minimum of 5 hours required electives, or a maximum of 9 hours permitted electives, from History of Education, Philosophy of Education, Educational Sociology, Kindergarten-Primary Education, Tests and Measures, and Elementary School Administration and Supervision.

General electives, 46 hours.

At least 45 hours of the total of 128 hours required must be selected from third and fourth year courses.

Directed teaching shall include training in the primary and intermediate and/or upper elementary grade levels. Each semester hour shall require a minimum of 18 clock hours consisting of at least 50 minutes in the classroom. Of the total clock hours submitted for this minimum requirement, the maximum in observation shall not exceed 30 per cent.

A 1.0 average in professional subjects will be required for enrollment in directed teaching.

CURRICULUM FOR DEGREE IN SECONDARY EDUCATION

This is a four-year program for the training of high school teachers.

Completion of this curriculum entitles the graduate, upon application and payment of a fee of one dollar, to receive a first class high school certificate valid for five years and renewable under certain conditions for five-year periods.

Requirements

General requirements.....	Minimum 31 Sem. Hrs.
English	8 Sem. Hrs.
Composition (5)	
Literature (3)	
Speech	2 Sem. Hrs.
Social Studies	12 Sem. Hrs.
History, Government, Sociology, Economics and Geography. (At least one course in each of three subjects or fields must be completed.)	
Science or Mathematics	6 Sem. Hrs.
Physical Education and Health	3 Sem. Hrs.
Professional requirements.....	Minimum, 20 Sem. Hrs.
	Maximum, 24 Sem. Hrs.
Ed. 201. Educational Psychology	3 Sem. Hrs.
Ed. 301. Psychology of Secondary Education.....	2 Sem. Hrs.
Ed. 332. Secondary School Methods and Management	4 Sem. Hrs.
Ed. 407. Directed Teaching in High School.....	5 Sem. Hrs.
Electives, 6 to 10 semester hours from	
Ed. 415. High School Tests and Measures	2 Sem. Hrs.
Ed. 411. Philosophy of Education, or	
Ed. 311. Educational Sociology	2 Sem. Hrs.
Ed. 312. History of Modern Education.....	2 to 3 Sem. Hrs.
Ed. 401. High School Organization and Administration	2 Sem. Hrs.
Ed. 416. The Junior High School	2 Sem. Hrs.
Ed. 417. Guidance and Counseling.....	3 Sem. Hrs.

Directed Teaching shall be completed on the junior or senior high school level in the fields designated on the certificate. Each semester hour shall require a minimum of 18 clock hours consisting of at least 50 minutes in the classroom. Of the total clock hours submitted for this minimum requirement, a maximum in observation shall not exceed 30 per cent.

A 1.0 average in professional subjects will be required for enrollment in directed teaching.

Teaching field requirements*	Minimum Sem. Hrs.
Art	24
Biology	26
Biology and General Science	34
Commerce	24
English	24
French or Latin**	24
General Home Economics	26

Mathematics**	22
Physical Education	24
Physical Science	24
Physical and General Science	34
Social Studies	24

*Number of teaching fields and combination of fields optional.

**Two semester hours will be deducted for each high school unit in Mathematics or French or Latin, with a maximum deduction of 6 hours in each.

A scholarship average of 1.0 in the total of 128 hours needed for graduation, in the approved teaching fields, and in the professional subjects, will be required.

At least 45 hours must be taken from third and fourth year courses.

Note—In transferring from elementary to secondary education it has been recommended that credit be allowed for three hours Psychology, two hours of Directed Teaching in the upper grades and any courses in general education required to meet the twenty hour minimum.

High School Teaching Fields

ART Minimum 24 Sem. Hrs.

Required:

Art 101, 102 and 104	6 Sem. Hrs.
Design 301, 302	6 Sem. Hrs.
History and Appreciation 303, 304	6 Sem. Hrs.
Painting 402 or 403	3 Sem. Hrs.
Sculpture 405	3 Sem. Hrs.

BIOLOGY Minimum 26 Sem. Hrs.

Required:

Botany 103	4 Sem. Hrs.
Zoology 104	4 Sem. Hrs.
Electives, from Biology 303, 306, 332, 401 and 406	10 Sem. Hrs.
Chemistry 111, 112	8 Sem. Hrs.

BIOLOGY AND GENERAL SCIENCE Minimum 34 Sem. Hrs.

Required:

Botany 103	4 Sem. Hrs.
Zoology 104	4 Sem. Hrs.
Electives from Biology 303, 306, 332, 401, and 406	8 Sem. Hrs.
Chemistry 111, 112	8 Sem. Hrs.
Physics 211, 212	8 Sem. Hrs.
Geology 206	2 Sem. Hrs.

COMMERCE Minimum 24 Sem. Hrs.

Accounting	6 Sem. Hrs.
Typewriting	4 Sem. Hrs.
Retail Merchandising	3 Sem. Hrs. (13)
and	and
Shorthand	8 Sem. Hrs.
Secretarial Training	3 Sem. Hrs. (11)
or	or
Commercial Law	3 Sem. Hrs.

Mathematics of Finance	2 Sem. Hrs.
Economic Problems	3 Sem. Hrs.
Money and Banking	3 Sem. Hrs. (11)

ENGLISH Minimum 24 Sem. Hrs.

Required:

Composition, Oral and Written	10 Sem. Hrs.
201. Effective Speaking	2 Sem. Hrs.
101, 102. English Composition	5 or 6 Sem. Hrs.
Electives, 3 or 2 Sem. Hrs. from	
311. Expository Writing	2 Sem. Hrs.
405. Study of English Language	3 Sem. Hrs.

Literature	12 Sem. Hrs.
212. American Literature	3 Sem. Hrs.
211. English Literature	3 Sem. Hrs.
Electives, from English 215, 301, 302, 303, 304, 307, 308, 309, 312, 313, 314, and 404	6 Sem. Hrs.

Special Activities	2 Sem. Hrs.
Library Work 217 or Journalism 205.	

FRENCH—Beyond 2 units in high school or Beginner's

French 101, 102 20 Sem. Hrs.

201. Fiction of the 19th Century	3 Sem. Hrs.
202. Drama of the 19th Century	3 Sem. Hrs.
301, 302. Advanced Readings	6 Sem. Hrs.
401. Advanced Grammar	2 Sem. Hrs.
402. Oral French	2 Sem. Hrs.
403. French Literature	2 Sem. Hrs.
404. French Civilization and Culture	2 Sem. Hrs.

GENERAL HOME ECONOMICS 26 Sem. Hrs.

201, 202. Foods	6 Sem. Hrs.
103. Textiles	2 Sem. Hrs.
104. Clothing Construction	2 Sem. Hrs.
301. Advanced Clothing	3 Sem. Hrs.
306. Home Furnishing	4 Sem. Hrs.
307. Home Management	3 Sem. Hrs.
304. Child Development	2 Sem. Hrs.
309. Dietetics	4 Sem. Hrs.

MATHEMATICS 22 Sem. Hrs.

(A deduction of 2 semester hours is allowed for each high school unit with a maximum deduction of 6 hours)

101. Solid Geometry	3 Sem. Hrs.
102. Plane Trigonometry	3 Sem. Hrs.
201. Algebra	4 Sem. Hrs.
202. Unified Mathematics	3 Sem. Hrs.
232. Analytic Geometry	4 Sem. Hrs.
305. Differential Calculus	4 Sem. Hrs.
306. Integral Calculus	4 Sem. Hrs.

PHYSICAL EDUCATION 24 Sem. Hrs.

Required:

Biology 306. Physiology	4 Sem. Hrs.
103. Personal Hygiene	2 Sem. Hrs.
312. Health Education	2 Sem. Hrs.
406. Principles, Organization and Administration	2 Sem. Hrs.
401 or 404. Individual Gymnastics	1 Sem. Hr.

Team Sports

For Men	5 Sem. Hrs.
From 306, 307, 403.	
For Women	3 Sem. Hrs.
From 211, 307.	

Recreational Activities

For Men	3 Sem. Hrs.
From 203, 204, 206, 304, 313.	
For Women	3 Sem. Hrs.
From 206, 313.	

School and Community Activities	4 Sem. Hrs.
From 201, 303, 314.	

Rhythms

For Men	1 Sem. Hr.
For Women	3 Sem. Hrs.
From 221, 320, 322, 323.	

PHYSICAL SCIENCE 24 Sem. Hrs.

Chemistry	12 Sem. Hrs.
From 111, 112, 311, 312, 316.	
Physics 211, 212	8 Sem. Hrs.
Electives	4 Sem. Hrs.
From Advanced Chemistry or Physics.	

PHYSICAL AND GENERAL SCIENCE 34 Sem. Hrs.

Chemistry	12 Sem. Hrs.
Physics	8 Sem. Hrs.
Biology 103, 104	8 Sem. Hrs.
Geology 206	2 Sem. Hrs.
Electives	4 Sem. Hrs.
From Advanced Biology or Chemistry or Physics.	

SOCIAL STUDIES 24 Sem. Hrs.

History	14 Sem. Hrs.
201, 202. American History	6 Sem. Hrs.
321. West Virginia History	2 Sem. Hrs.
333. Modern European History	4 Sem. Hrs.
Elective History	2 Sem. Hrs.
Government, American Federal 301	2 to 3 Sem. Hrs.
Economics, Principles 205	2 to 3 Sem. Hrs.
Sociology, General 203	2 to 3 Sem. Hrs.
Geography 101, 102, 301, or 302	2 to 3 Sem. Hrs.

CURRICULUM FOR PUBLIC SCHOOL CERTIFICATE**(The "Single Curriculum")****Education:**

- 9 hours Human Development and Adjustment.
- 2 hours Primary Methods.
- 3 hours Upper Grade and High School Methods.
- 6 hours Directed Teaching in Elementary and High School.
- Electives not to exceed 6 hours.

English:

- 6 hours Written and Spoken English.
- 3 hours Backgrounds of Literature. (Children's Literature with slightly changed emphasis.)
- 3 hours Advanced Written and Spoken English.
- 3 hours Study and Appreciation of English Literature.
- 3 hours Study and Appreciation of American Literature.

Mathematics:

- 4 hours Practical Arithmetic (Science of Quantitative Thinking).

Science:

- 6 hours General Biological Science.
- 6 hours General Physical Science.

Social Studies:

- 6 hours Development of Social Institutions.
- 6 hours Fundamental Social Problems.
- 3 hours West Virginia History, Geography and Government.
- 2 to 3 hours World Geography.

Art:

- 2 hours Creative Expression in Fine Arts.
- 2 hours Creative Expression in Applied Arts.
- 2 hours Art Appreciation.

Music:

- 2 hours Music as an Art and a Science.
- 2 hours Music Materials and Procedures or Music Highways.
- 2 hours Music in Human Relations.

Physical Well-Being:

- 2 hours Freshman Orientation.
- 1 hour Rhythmic Activities.
- 1 hour Leadership in Physical Education.
- 1 hour Games.
- 1 hour Individual and Dual Sports.
- 2 hours Health Problems for the School Child.

Teaching Subject Specializations:

- 30 to 37 hours, to make total of 128 for the "Single Curriculum."

A minimum of 24 hours in each of two teaching fields, with the following exceptions: Social Studies requiring 32 hours; Mathematics requiring 22 hours (reduction of 2 hours for each high school unit up to a maximum of 6 hours).

THIRD CLASS ELEMENTARY CERTIFICATE BASED ON SINGLE CURRICULUM

Completion of the first two years (64 hours) of the Single Curriculum makes the student eligible for a Third Class Elementary Certificate (valid for 3 years for teaching in the elementary grades) which requires the following:

English. 6 hours Written and Spoken English; 3 hours Advanced Written and Spoken English; 3 hours Backgrounds of Literature. Total, 12 hours.

Social Studies. 6 hours Development of Social Institutions; 6 hours Fundamental Social Problems. Total, 12 hours.

Mathematics. 4 hours Practical Arithmetic (Science of Quantitative Thinking).

Science. 6 hours General Biological Science; 6 hours General Physical Science. Total, 12 hours.

Art. 2 hours Creative Expression in Fine Arts; 2 hours Creative Expression in Applied Arts. Total, 4 hours.

Music. 2 hours Music as an Art and a Science; 2 hours Music Materials and Procedure. Total, 4 hours.

Physical Well-Being. 2 hours Freshman Orientation; 2 hours Health Problems; 1 hour Leadership in Recreational Activities. Total, 5 hours.

Professional Subjects. 6 hours Human Development and Adjustment; 2 hours Primary Methods; 3 hours Directed Teaching. Total, 11 hours.

CURRICULUM FOR DEGREE IN THE ARTS AND SCIENCES

(Offered for students desiring the liberal arts course leading to the Bachelor of Arts degree.)

Constants

English, including Public Speaking.....	10 Sem. Hrs.
Social Studies	12 Sem. Hrs.
Mathematics or Science	6 Sem. Hrs.
Foreign Language	12 Sem. Hrs.
(Or 6 hours, if 2 high school units of the languages have been offered for entrance.)	
Health and Physical Education	4 Sem. Hrs.
Psychology, Philosophy of Education, History of Education	6 Sem. Hrs.
Major	30 Sem. Hrs.
Minor	20 Sem. Hrs.

(Required hours in both major and minor include those hours in the field already taken as constants.)

Electives sufficient to make 128 hours required for degree.

SHORT COURSE IN COMMERCE

A course, carrying full standard college credit, to qualify for many commercial positions is designed for students who can spend only one year in college.

First Semester

Written and Spoken English 101, 3 hours; Mathematics of Finance, 2 hours; Accounting 101, 3 hours; Typing 103, 2 hours; Stenography 201, 4 hours; Elective, 2 hours.

Second Semester

Written and Spoken English 102, 3 hours; Accounting 102, 3 hours; Typing 102, 2 hours; Stenography 202, 4 hours; Geography, 3 hours; elective, 1 to 2 hours.

MEDICAL TECHNICIAN COURSE

First Year—English Composition, 6 hours; General Botany, 4 hours; General Zoology, 4 hours; General Chemistry, 8 hours; Bacteriology, 4 hours. Suggested electives: Advance Algebra, 4 hours; Social Problems, 6 hours.

Second Year—Comparative Anatomy, 4 hours; Embryology, 4 hours; Qualitative Analysis, 4 hours; Quantitative Analysis, 4 hours. Suggested electives: English, 6 hours; Personal and Community Hygiene, 2 hours; Health Problems, 2 hours; and American History, 6 hours or General Physics, 8 hours.

PRE-DENTAL COURSE

First Year—English Composition, 6 hours; General Botany, 4 hours; General Zoology, 4 hours; General Chemistry, 8 hours; Modern Foreign Language, 6 hours. Suggested electives: Mathematics 8 hours.

Second Year—Physics, 8 hours; Qualitative Analysis, 4 hours; Quantitative Analysis, 4 hours; Modern Foreign Language, 6 hours. Suggested electives: English and American Literature, 6 hours; Advanced Biology, 8 hours.

PRE-ENGINEERING COURSE

First Year—English Composition, 6 hours; Plane Trigonometry, 3 hours; Solid Geometry, 3 hours; General Chemistry, 8 hours; Advanced Algebra, 4 hours; Analytic Geometry, 4 hours; Mechanical Drawing, 3 hours; Descriptive Geometry, 3 hours; Health and Physical Education, 2 to 4 hours.

Second Year—General Physics, 8 hours; Differential and Integral Calculus, 8 hours; Principles of Economics, 3 hours; Effective Speaking, 2 hours; Geology, 3 hours; Quantitative Analysis, 4 hours; electives, 4 hours.

PRE-LAW COURSE

A three-year arts and science course, requiring 96 semester hours, which should include Written and Spoken English, Effective Speaking, Expository Writing, English and American Literature, American History, European History, Economics, Sociology, Government, and the constants in Science or Mathematics and in Foreign Language in the bachelor of arts course.

PRE-MEDICAL COURSE

First Year—English Composition, 6 hours; General Botany, 4 hours; General Zoology, 4 hours; General Chemistry, 8 hours; Modern Foreign Language, 6 hours. Suggested electives: Mathematics, 8 hours.

Second Year—Physics 8 hours; Comparative Anatomy, 4 hours; Embryology, 4 hours; Qualitative Analysis, 4 hours; Quantitative Analysis, 4 hours; Modern Foreign Language, 6 hours. Electives, 4 hours.

Note—The minimum requirement for admission to a school of medicine is three years of pre-medical preparation.

Courses in biological sciences and chemistry should not include subjects that are a duplication of courses given in schools of medicine, such as biological chemistry, human physiology, etc.

Some medical schools require or recommend 6 hours of mathematics; some recommend that comparative anatomy and some chemistry be taken the year before entering medical school; some recommend or require a knowledge of Latin.

Organic chemistry is usually deferred until the third year of pre-medical preparation.

PRE-NURSING COURSE

First Year—English Composition, 6 hours; General Botany, 4 hours; General Zoology, 4 hours; General Chemistry, 8 hours. Suggested electives: Modern Foreign Language, 6 hours, or Development of Social Institutions, 6 hours; Physical Education, 2 hours; Effective Speaking, 2 hours.

Second Year—Personal and Community Hygiene, 2 hours; Health Problems, 2 hours; Elementary Psychology, 6 hours; Social Problems, 6 hours; Human Physiology, 4 hours; Bacteriology, 4 hours. Suggested electives: English and American Literature, 6 hours or Modern Foreign Language, 6 hours.

SMITH-HUGHES HOME ECONOMICS COURSE**First Year**

First Semester—Written and Spoken English 101, 3 hours; Physical Education 121, 1 hour; Chemistry 111, 4 hours; Development of Social Institutions 101, 3 hours; Principles of Economics, 3 hours; Textiles 103, 2 hours.

Second Semester—Written and Spoken English 102, 3 hours; Health Problems, 2 hours; Physical Education 122, 1 hour; Chemistry 112, 4 hours; Development of Social Institutions 102, 3 hours; Voice and Diction, 2 hours; Clothing Construction, 2 hours.

Second Year

First Semester—American Federal Government, 3 hours; General Botany, 4 hours; Foods 201, 3 hours; Fundamental Social Problems, 3 hours; Human Physiology, 4 hours.

Second Semester—American Literature, 3 hours; General Zoology, 4 hours; Foods 202, 3 hours; Educational Psychology 201, 3 hours; Bacteriology, 4 hours.

Third Year

First Semester—High School Methods and Management, 4 hours; Home Furnishing, 4 hours; Comparative Anatomy, 4 hours; Principles of Design, 3 hours; Advanced Clothing, 3 hours.

Second Semester—Tests and Measures in High School, 2 hours; Philosophy of Education, 2 hours; Dietetics, 4 hours; Club Leadership, 2 hours; Applied Design, 3 hours; Home Management, 3 hours.

NON-CREDIT SUBJECTS

Arithmetic. A standard Arithmetic Test is given to all students preparing for elementary school teaching and students who select Science or Mathematics or Commerce as a high school teaching subject. The standard for the eighth grade must be met or the student is required to take additional work in the subject.

This test is given at 11 o'clock on the first Friday of each term or semester. No credit in Practical Arithmetic is given until this test is passed.

English. A standard English test is given all first year students.

This test is given at 9 o'clock on the Fall enrollment day for freshmen. No credit in English 101 is given until this test is passed.

Those who do not meet eighth grade standards are required to take the work without credit until the standard is reached.

Writing. All students are required to make a grade of 70 on the Ayres' Handwriting Scale before receiving credit in Education 203 or 204.

RESIDENCE WORK REQUIRED

At least 36 weeks of residence work is required for a degree and a portion of this residence must be during the year in which the degree is granted.

EXTENSION WORK ALLOWED

The regular amount of extension work that may be credited in meeting the requirements for a degree is 24 hours. For the duration of the war the amount credited will be 30 hours. Proportionate amounts are allowed toward certificates based on two- and three-year curricula:

For the third class certificate, 12 hours regular and 16 hours wartime; for the second class certificate, 18 hours regular and 24 hours wartime.

The wartime regulation on amount of extension has been interpreted to allow additional (above regular) hours of extension credit—not to exceed six in the First-, Second-, and Third-Class Certificates—provided they were earned or in process of being earned between March 30, 1944 and February 15, 1946.

The total amount of extension work that may be done during one term of teaching shall not be more than 6 hours.

SUMMER SCHOOL

A Summer School for teachers and those expecting to teach was first instituted during the summer of 1907. The experiment was so successful that a similar school was again conducted during the summer of 1908. The fortieth annual summer school was opened June 10, 1946.

Those who are interested in summer school work for next year should notify the President, or A. D. Kenamond, director of the summer school, early in the spring of 1947.

RENEWAL OF CERTIFICATES

Six semester hours of college credit earned in an approved institution is required for the issuance of all renewals except when the applicant presents evidence that he:

1. Has been granted a master's degree.
2. Has approved travel credit (Application form to be obtained from State Supervisor of Certification).
3. Has credit for 6 months military service or
4. Is 60 years of age.

The entire responsibility for securing renewals rests upon the teacher. **No notice will be sent from the State Department of Education.** Teaching experience is no longer required for the renewal of certificates.

Any teacher who cannot meet renewal requirements because of the war emergency shall be issued a provisional certificate valid for a one-year period; provided the recommendation of his county superintendent is secured. Each teacher should watch carefully the expiration date of his regular certificate because the legal renewal period for regular certificates is not affected by the issuance of an emergency or provisional certificate issued because of the war emergency. For example, a Standard Normal Certificate expiring in 1942 must be renewed in 1945 or all previous rights to this certificate will be lost.

FIRST CLASS CERTIFICATES (all certificates based on college degrees and valid for 5 years) may be renewed upon expiration or by October 1 of the 5th year following, for a 5-year period; provided holders meet the following requirements:

1. Complete 6 semester hours of unprescribed credit (residence or extension) in an approved institution within the 5-year period immediately preceding the date of application for renewal.
2. Secure the recommendation of county superintendent.

Holders of first class certificates **who do not apply for renewal within 5 years** from the date of expiration shall be granted renewals under the following conditions:

1. Application is made prior to October 1 of the 10th year following expiration of certificate.

2. Twelve (12) semester hours of unprescribed credit (residence or extension) in an approved institution is completed following expiration of the certificate, 6 hours of which must be earned within the 5-year period immediately preceding the date of application for renewal.

3. Recommendation of county superintendent is secured.

(Holders of master's degrees are not required to earn additional school credit for renewal of first class (5-year) certificates; however, application for renewal must be filed.)

PROVISIONAL AND ALL CERTIFICATES ISSUED ON LESS THAN COLLEGE GRADUATION may be renewed upon expiration or by October 1 of the 3rd year following, for the number of years designated on the original certificates, provided holders meet the following requirements:

1. Complete 6 semester hours (residence or extension) from the curricula prescribed for 5-year certificates in an approved institution after the date of issuance of the certificate to be renewed.

2. Secure the recommendation of county superintendent.

LIFE CERTIFICATES shall be issued upon the recommendation of the county superintendent provided:

1. Persons holding master's degrees meet the requirements for a first class certificate and have five years of teaching experience.

2. Holders of 5-year certificates meet the requirements for a 3rd renewal.

3. Holders of life certificates of any kind meet the requirements for an original first class certificate and complete 18 semester hours of graduate credit.

RENEWALS ARE GRANTED TO MEMBERS OF THE ARMED FORCES under the following regulations:

1. Teachers now serving in the Armed Forces who held valid certificates at the time of their induction and who cannot meet renewal requirements are automatically recertificated for 1 year beyond the date of their honorable discharge.

2. Teachers who have received an honorable discharge from the Armed Forces shall be allowed 1 semester hour of renewal credit for each month (or major fraction thereof) of service, not to exceed a total of 6 semester hours. This credit shall be used for the renewal of certificates on the same basis as credit otherwise earned.

OUTLINE OF WORK BY DEPARTMENTS

Scheme of Numbering Courses—Courses numbered 101 to 199 are for first year students; 201 to 299 for second year students; 301 to 399 for third year students; 401 to 499 for fourth year students. First year students are not admitted to courses numbered 301 or above. Third and fourth year students must elect at least one-half of their work from courses numbered 301 or above.

. ART

MRS. SCANLON

101. **Introduction to Art.** Credit—Two hours. Creative expression in the fine arts.
102. **Public School Art.** Credit—Two hours. Creative expression in applied arts.
104. **Commercial Art.** Credit—Three hours. Problems in composition and pictorial organization, lettering, posters for advertising.
211. **Introductory Crafts.** Credit—Two hours. Direct experience with materials such as wood, clay, paper, textiles as related to weaving; hooked rugs; stitchery; lettering and bookbinding.
301. **Principles of Design.** Credit—Three hours. Activity study in principles of design and composition. Color in relation to design. Use of line composition with squares and circles showing space relation and variation. Medium may be charcoal, black ink, or water color.
302. **Applied Design.** Credit—Three hours. The relation of design to materials. Fitness of design to purpose. Surface covering. Discrimination in design. Individual problems are worked out in wood work, leather tooling, stenciling, linoleum block printing and applique.
- 303, 304. **Art History and Appreciation.** Credit—Three hours for each semester. Present day needs and interpretations of art through the ages, including modern art in its social phase of everyday usage.
305. **Advanced Public School Art.** Credit—Two hours.
402. **Oil Painting.** Credit—Three hours. By permission of the instructor. A study, for beginners, of landscape as picture building material; flower arrangements; stress on organization of simple but coherent groupings; material selected from nature.
403. **Water Color Painting.** Credit—Three hours. By permission of the instructor. The technique of water color painting; includes washes and simple still-life studies; lights and shadows; flowers, and landscape painting.

404. **Ceramics.** Credit—Three hours. By permission of the instructor. Making pottery, tiles and plaques.
405. **Sculpture.** Credit—Three hours. By permission of the instructor. Brief history of the sculpture of Europe and America, given by reports in class. Applied technique of sculpture to local plastic materials such as bass wood, soap and prepared tallow.

For requirements for special non-academic certificate in art, see page 14 of Bulletin I, 1938, Certification of Teachers, State Department of Education, Charleston, West Virginia.

BIOLOGY

DR. LEFEVRE

- 101, 102. **General Biological Science.** Credit—Three hours each semester. These courses introduce prospective elementary teachers to a study of the animal and plant kingdoms as a whole. Includes materials from the field of nutrition, eugenics, agriculture, entomology, and taxonomy. Non-laboratory courses.
- 103, 104. **General Biology.** Credit,—Four hours each semester. Three lectures and two hours laboratory per week. First semester, General Botany; second semester, General Zoology. These courses provide a broad understanding of the general principles of biology through a study of the structure, function, development and life histories of plants and animals.
204. **Bacteriology.** Credit—Four hours. Two lectures and four hours laboratory per week. This course introduces the student to the general principles and techniques of bacteriology. Attention is given to the microorganisms of air, water, milk, soils, and to the relation of such organisms to health and disease in plants and animals, to domestic science, agriculture and the industries. Prerequisites, Biology 103 and Chemistry 111.
303. **Entomology.** Credit—Three hours. A study of insects in general, with emphasis on their importance to agriculture, domestic science, and medicine.
306. **Human Physiology.** Credit—Four Hours. The aim of this course is to familiarize the student with the vital processes that take place in the living body. Digestion, secretion, and nerve responses are studied through demonstration, discussions, and recitation. Prerequisite, Biology 103, 104.
321. **Plant Taxonomy.** Credit—Three hours. A study of the structure of plants and their relation in the plant kingdom. Prerequisite, Biology 103.
332. **Comparative Anatomy.** Credit—Four hours. Two lectures and four hours laboratory per week. A detailed comparative study of amphioxus, a fish, and a mammal, with special emphasis on human anatomy. Prerequisite, Biology 104.

344. **Genetics.** Credit—Three hours. A general cultural course intended to acquaint the student with the laws and principles of heredity, with discussions of current developments in heredity. Prerequisite, Biology 103, 104.
401. **Histology.** Credit—Four hours. Two lectures and four hours laboratory per week. The aims are to acquaint the student with the principles involved in the use of the microscope and its accessories and with the technique employed in the study of microscopic anatomy, to familiarize him with the structure of animal cells, and the tissues and organs of vertebrates. Prerequisites, Biology 103, 104, and Chemistry 111, 112.
406. **Embryology.** Credit—Four Hours. Two lectures and four hours laboratory per week. Lectures, demonstrations, and recitations are accompanied by practical work in the laboratory. The development and structure of the germ cell, the fertilization and cleavage of the egg, the formation of the principal organs of the body, and the histological differentiation of the tissues of vertebrates are studied. Prerequisite, Biology 103, 104.

COMMERCE

MISS WILLIAMS

101. **Accounting.** The fundamental principles of accounting, the business cycle, financial statements, adjustments, recording routine. The practice set deals with single proprietorship, and the workbook carries out each of the text topics. Credit—Three hours.
102. **Accounting.** Partnership and the corporation, accounting for manufacturing. The practice set combines accounting for partnership and the corporation. Credit—Three hours.
- 103, 104. **Typewriting.** Credit—Two hours each semester, four days a week. The first semester aims to develop proper technique in the touch method. Attention is given in the second semester to practice with business letter forms and tabulation and to development of speed. A minimum speed of forty words a minute is set. Methods of giving typewriting instruction in groups are illustrated for the prospective high school teacher.
- 201, 202. **Stenography, Functional Shorthand.** Credit—Four hours each semester.
301. **Advanced Accounting.** Credit—Two hours.
302. **Secretarial Training and Office Practice.** Credit—Three hours.
303. **Commercial Law.** Credit—Three hours.
304. **Retail Merchandising.** Credit—Three hours.
- 321, 322. **Advanced Stenography.** Emphasis on speed in shorthand. Credit—Two hours each semester.

Credit toward commerce certificate is given for Economics 206 and 305 and for Mathematics 211.

EDUCATION

DR. ASH, DEAN KENAMOND, MISS SHAW

General Education

- 101, 102. **Human Development and Adjustment.** Offered for freshmen taking the "Single Curriculum." Two class periods and two laboratory periods each week. Credit—Three hours for each semester. Miss Shaw.
201. **Educational Psychology.** Credit—Three hours. Dean Kenamond. An introductory course in psychology of learning, development and adjustment for students of education.
311. **Educational Sociology.** Credit—Two hours. Dr. Ash. To study the sociological laws, forces, principles and influences that have special educational significance and to show the application of these to our educational procedures and practices.
312. **History of Modern Education.** Credit—Three hours. Dean Kenamond.
411. **Philosophy of Education.** Credit—Two hours. Dr. Ash. To acquaint students with the underlying principles for educational practice and procedure. Present-day courses of study are subjected to a close scrutiny with a view of understanding what changes should be made in them.

Elementary Education

203. **Teaching of Reading, Writing, Arithmetic, Language, Spelling.** Credit—Three hours. Miss Shaw.
204. **Primary Methods.** Credit—Two hours. Offered for the "Single Curriculum." Miss Shaw.
207. **West Virginia School System and Course of Study.** Credit—Two hours. Miss Shaw.
306. **Directed Teaching in the Elementary School.** Credit—Three hours. Miss Shaw.
321. **Kindergarten-Primary Education.** Credit—Two hours. Miss Shaw.
323. **Child Psychology.** Credit—Two hours. Dr. Ash.
324. **Teaching the Social Studies.** Credit—Two hours. Miss Shaw.
406. **Elementary School Administration and Supervision.** Credit—Three hours. Dean Kenamond. Recommended for prospective principals and teachers of the upper grades.
409. **Advanced Directed Teaching in the Elementary School.** Credit—Two hours. Miss Shaw.
414. **Tests and Measures in the Elementary School.** Credit—Two hours. Dean Kenamond.

Secondary Education

301. **Psychology of Secondary Education.** Credit—Two hours. Dr. Ash. To develop a deeper understanding and a greater appreciation of the adolescent's physical, intellectual, social, moral, and religious life with special reference to the secondary school situation.
332. **High School Methods and Management.** Credit—Four hours. Dr. Ash. To become acquainted with the newer methods of teaching and with the modern conceptions of management so that the secondary school may keep pace with progressive movements in the realm of education.
401. **High School Organization and Administration.** Credit—Two hours. Dr. Ash. The modern secondary schools are changing so rapidly that this course is given to keep students abreast of the times. It is hoped that these newer movements may be translated into practices that will result in better schools for the future.
407. **Directed Teaching in High School.** Credit—Five hours. Dr. Ash. To give insight through study and observation and skill through planning and teaching to enable our graduates to handle successfully teaching situations in the secondary schools whenever and wherever they may be employed.
408. **Directed Teaching in High School.** Credit—One or more hours to meet requirements of some State Departments of Education. Dr. Ash.
415. **High School Tests and Measurements.** Credit—Two hours. Dr. Ash. To become acquainted with the modern testing movement and to know its place in our secondary schools of today.
416. **The Junior High School.** Credit—Two hours. Dr. Ash. To know the functions, the forms, and the place of the new junior high school in our secondary school system.
417. **Guidance and Counseling.** Credit—Three hours. Dr. Ash.

ENGINEERING

CAPTAIN CLAY

101. **Mechanical Drawing.** Credit—Three hours.
102. **Descriptive Geometry.** Credit—Three hours.

ENGLISH

DR. BURNS, MISS ARNOLD, MR. HORNER

Composition

- 101, 102. **Written and Spoken English.** Required in all curricula. Credit—Three hours for each semester. Mr. Horner.
311. **Expository Writing.** Credit—Two to three hours. Dr. Burns. English 101 and 102 are prerequisite. This course consists of a study of the principles of exposition, and the preparation of themes illustrating the various forms of expository writing

405. **Study of the English Language.** Credit—Three hours. Dr. Burns. This course consists of a study of the development of the English language, levels of usages and present day standards of pronunciation and usage.

Journalism

205. **News Writing.** Credit—Two hours. A study of the theory of news gathering with practical work on the college and other newspapers. Mr. Horner.
206. **Editing and Make-up.** Credit—Two hours. This course covers news and advertising display, headline writing, copy and proof-reading. Mr. Horner.

Library Work

217. **Use of the Library.** Credit—Two hours. A course to acquaint students with the resources of the library and their use. Pre-requisite to other courses in library work. Miss Arnold.
306. **Reference and Bibliography.** Credit—Three hours. An introductory study of standard reference books with practical problems applied to reference work. Selection of basic reference books for various types of schools, both elementary and secondary. Problems in bibliography making. Miss Arnold.
316. **Cataloguing and Classification.** Credit—Two to four hours. An elementary course in classifying books according to the Dewey Decimal Classification System. Practical experience in classifying books and filing. An introduction to the technique of cataloguing. A miniature catalogue is constructed. Miss Arnold.
317. **Organization and Administration.** Credit—Three hours. Planning and organizing a school library, together with technical and mechanical processes involved. Miss Arnold.
318. **Library Practice.** Credit—Three hours. Miss Arnold.

Literature

202. **Backgrounds of Literature.** Credit—Two to three hours. Dr. Burns. Previously catalogued as Children's Literature.
211. **Study and Appreciation of English Literature.** Not open to students who have credit for English Literature previously catalogued as English 203. Credit—Three hours. Dr. Burns.
212. **Study and Appreciation of American Literature.** Not open to students who have credit for American Literature previously catalogued as English 106. Credit—Three hours. Dr. Burns.
215. **Narrative Poetry.** Credit—Two hours. Mr. Horner.
301. **The American Short Story.** Credit—Three hours. Dr. Burns. This course traces the development of the American short story as a literary form.
302. **Contemporary Literature.** Credit—Two hours. Dr. Burns. A study of the various types of literature by the chief contemporary writers of England and the United States.

303. **Shakespeare.** Credit—Three hours. Dr. Burns. A critical study of four Shakespearian tragedies with special emphasis on "Hamlet."
304. **The Drama.** Credit—Three hours. Mr. Horner. Representative foreign and American plays are read and studied.
307. **Victorian Poetry.** Credit—Two hours. Dr. Burns. A study of the most important poets of the period, special attention being given to the works of the two great interpreters of the tendencies of the Victorian age, Tennyson and Browning.
308. **Bible as Literature.** Credit—Three hours. Mr. Horner. A study of the various types of literature found in the Bible.
309. **West Virginia Literature.** Credit—Two hours. Mr. Horner. A study of the works of West Virginia writers for a period of one hundred years with special emphasis on poetry and the short story.
312. **Lyric Poetry.** Credit—Two hours. Mr. Horner. Extensive readings in British and American poetry of the older type, with interpretation of typical modern lyric poetry.
313. **World Literature.** Credit—Three hours. Dr. Burns. A study of various types of literature of outstanding authors of ancient, medieval and modern times.
314. **The English Novel.** Credit—Three hours. Dr. Burns. This course traces the development of the English novel, and includes a study of selections from the work of writers of the sixteenth, seventeenth, and eighteenth centuries and reports on significant novels written in the nineteenth and twentieth centuries.
404. **Great Essays.** Credit—Three hours. Mr. Horner. Wide reading of older type of essay, plus intensive class study of the modern essay.

Speech

111. **Voice and Diction.** Credit—Two hours. This course attempts, by exercises in breathing, articulation, enunciation and interpretation, to improve the ordinary speaking and reading voice.
201. **Principles of Effective Speaking.** Credit—Two hours. Students are given practice in making a number of different types of speeches. Typical faults of speakers are analyzed.
203. **Play Acting.** Credit—Two hours.
204. **Play Directing.** Credit—Two hours. The theoretical study attempts to cover the entire range of play and cast selection, make-up, costuming, and staging. Students help with college plays.
305. **Debate.** Credit—Two hours.

FRENCH

PRESIDENT WHITE, MR. FARNSWORTH

- 101, 102. **Beginner's French.** Not open to those who have had high school French. Credit—Six hours for the year. President White.

- 103, 104. **Intermediate French.** Credit—Four hours for the year.
201. **Fiction of the 19th Century.** Credit—Three hours. Mr. Farnsworth. A reading course in short stories selected from the works of Daudet, Maupassant, Chateaubriand, and Balzac.
202. **Drama of the 19th Century.** Credit—Three hours. Mr. Farnsworth. A study of the French drama through the use of works of Hugo, Vigny, Dumas, Becque and Rostand.
- 301, 302. **Advanced Readings.** Credit—Three hours for each semester.
401. **Advanced Grammar and Composition.** Credit—Two hours. President White.
402. **Phonetics and Oral French.** Credit—Two hours. President White.
403. **Outline of French Literature.** Credit—Two hours. Mr. Farnsworth.
404. **French Civilization and Culture.** Credit—2 hours. Mr. Farnsworth.

GEOGRAPHY

MR. THACHER

101. **Principles of Geography.** Credit—Three hours. A study of earth-sun relationships, effects of relief, climate, and man-made environment upon life.
102. **Geography of North America.** Credit—Three hours. An intensive study of physical regions of North America; distribution of population; and emphasis upon resources and production.
201. **Geography of Europe.** Credit—Two hours. A course on Europe similar to that on North America above.
206. **Physical Geology.** Credit—Two to three hours. Offered for secondary education students selecting Science as a teaching subject.
301. **Economic Geography.** Credit—Three hours. A world study of products of regions and world trade in foods, metals and manufactured products.
302. **World Geography.** Credit—Three hours.

HOME ECONOMICS

MRS. NEWMAN

103. **Textiles.** Economic and technical factors governing the selection of fabrics for household and personal use. Care of textiles and study of new fibres produced today. Credit—Two hours.
104. **Clothing Construction.** Problems in clothing construction and rehabilitation of clothing for all members of the family. Fitting and pattern study. Credit—Two hours.

201. **Foods.** Prerequisite, chemistry. Food preservation, practical work in canning, preservation, jelly making and drying of foods. A study of fundamental cookery processes and preparation of foods. Practice in planning, preparation and serving of simple meals. Credit—Three hours.
202. **Foods.** Continuation of 201 with practice in food selection and preparation on limited budgets. Practical work in preparation of low cost foods, use of substitutes for rationed foods. Credit—Three hours.
204. **Foods and Nutrition.** Planning and preparation of menus for school lunch, box lunch. Adequate diet for pre-school and school child. Credit—Two hours.
301. **Advanced Clothing.** Advanced techniques in construction, and rehabilitation. Application of principles of dress design to construction of garments in new fabrics, or make overs in wool or silk. Practice in selection of clothing suitable to the wearer, in design, color, materials used, occasion, etc. Credit—Three hours.
304. **Child Development.** Behavior of Children. The social and emotional development of children treated from the standpoint of educational implications. Credit—Two hours.
306. **Home Planning and Furnishing.** Planning of an ideal home on a budget. Room and furniture arrangement. Study of interiors and selection of accessories, draperies, floor coverings, etc. Credit—Four hours.
307. **Home Management and Organization.** A study of ways and means of developing managerial abilities in the organization, guidance and integration of material resources, time, energy, and money and human resources, health, abilities and interests of the family group. Credit—Three hours.
309. **Dietetics.** Nutritive requirements of the body in health and disease. Credit—Four hours.
310. **Consumer Economics.** Consumer problems as affected by the war. Conservation and use of goods and services to aid the war effort. Economics of rationing, price control, inflation in relation to savings; effect of war on consumers; personal and family expenditures and consumer financial management. Credit—Two hours.

MATHEMATICS

CAPTAIN CLAY, MR. LOWE

101. **Solid Geometry.** Credit—Three hours.
102. **Trigonometry.** Credit—Three hours.
104. **Practical Arithmetic.** For elementary education students. Credit—Two to four hours.
201. **Advanced Algebra.** Credit—Four hours.
202. **Unified Mathematics.** Credit—Three hours.
211. **Mathematics of Finance.** Credit—Two hours.

232. **Analytic Geometry.** Credit—Three to four hours.
305. **Differential Calculus.** Credit—Three to four hours.
306. **Integral Calculus.** Credit—Three to four hours.

MUSIC

MR. FARNSWORTH

201. **Introductory Music.** Credit—Two hours. Music as an art and a science.
202. **Public School Music.** Credit—Two hours. Music materials and procedures.
203. **Chorus Work.** Credit—Two hours. Study and drill in proper use of voice. Practice and exercises in vocal ensemble and interpretation. To acquire a repertoire of choral music representing the masters. Public performance.
204. **Chorus Work.** Credit—Two hours. To further develop skill and understanding in the interpretation of sacred and secular music. Public performance.
301. **Music Appreciation.** Credit—Two hours. To acquire knowledge and appreciation of the works of the masters through listening to recordings and a study of the masters.
302. **History of Music.** Credit—Two hours. A study of the historical development of music from ancient and primitive music to the period of modern music.
305. **Advanced Public School Music.** Credit—Two hours. Music 202 is prerequisite. A study of music through singing and recordings. An analysis of instrumentation, melody, harmony and rhythm in music. Conducting and interpretation.

The department of music offers instruction in piano and voice. The cost of this instruction, however, is not covered by the regular enrollment fee.

HEALTH AND PHYSICAL EDUCATION

MISS CREE, MR. LOWE, MISS CONARD

NOTE A physical examination is required for entrance to all courses in health and physical education. This examination is given to all students by the college physician at the first of each semester as a part of the health program. An attempt is made to select physical education courses for all students according to their needs.

103. **Personal and Community Hygiene.** Credit—Two hours. Miss Conard. The purpose of this course is to improve the quality of living by giving students an opportunity to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene.

121. **Freshman Orientation.** Credit—One hour. Miss Conard. An orientation course designed to develop basic skills in games, rhythmical activities, stunts and tumbling, and corrective gymnastics. This course is carried on throughout the entire year and is integrated with personal hygiene.
122. **Freshman Orientation.** Credit—One hour. Miss Conard. A continuation of physical education 121.
201. **Games.** Credit—One hour. Miss Conard. In this course students will experience the selection, adaptation and presentation of games on the primary, intermediate, and secondary levels.
206. **Tennis.** Credit—One hour. Miss Conard. A course designed to teach the fundamental skills of tennis.
211. **Team Sports for Women.** Credit—Three hours. Miss Conard. A course covering the fundamental theory and practice of field ball, soccer, speed ball, field hockey, volley ball, and softball.
221. **Rhythmic Activities.** Credit—one hour. Miss Cree. This course will include fundamental rhythms which may be used as a basis for further rhythmic activity. These activities offer a wide variety of materials and afford interest for the student participating and offer him a background for his teaching.
303. **First Aid.** Credit—One hour. Miss Conard. (Certified American Red Cross Instructor.) This course is a combination of the American Red Cross Standard and Advance First Aid Courses. Students completing this course are awarded the regular American Red Cross Advanced First Aid Certificate and are eligible for the Instructor Course in First Aid.
304. **Tumbling and Apparatus.** (Men.) Credit—One hour. Mr. Lowe.
305. **Principles of Football.** (Men.) Credit—One hour. Mr. Lowe.
306. **Principles of Baseball.** (Men.) Credit—One hour. Mr. Lowe.
307. **Principles of Basketball.** Credit—One hour. Miss Conrad and Mr. Lowe. A course in the theory and practice of playing, teaching, and officiating.
311. **Leadership in Physical Education.** Credit—One hour. Miss Cree. Emphasis will be placed upon the organization of groups for physical activity on the playground, in the gymnasium and in the classroom. Students will learn to analyze and present dances, games, story plays, and self-testing activities in a simple and efficient manner. The student will investigate materials suitable for age and grade levels, social gatherings, and playing spaces. Attention will be given to kinds, uses, and care of necessary equipment and to safety measures for the playground. Opportunity will be given to lead children in these activities.
312. **Health Problems for the School Child.** Credit—Two hours. Miss Cree. A study of health problems as they relate to the classroom. Emphasis is placed upon the principles, materials, and methods of teaching health in the public schools.

313. **Individual and Dual Sports.** Credit—Two hours. Miss Conard. This course consists of archery, badminton, table tennis, shuffleboard, paddle tennis, and deck tennis.
314. **Club Leadership and Community Recreation.** Credit—Two hours. Miss Cree. A course designed to develop leadership in school and community recreational activities, including camping and hiking.
315. **Archery.** Credit—One hour. Miss Conard.
316. **Safety Education.** Credit—Two hours. Miss Cree.
320. **Folk and Social Dancing.** Credit—Two hours. Miss Conard.
322. **Natural Dancing.** Credit—One hour. Miss Cree.
323. **Clog and Tap Dancing.** Credit—One hour. Miss Cree.
401. **Corrective Physical Education.** (Women). Credit—One hour. Miss Cree. Physical inspection and correction of remedial defects.
403. **Football and Basketball Officiating.** (Men.) Credit—Two hours. Mr. Lowe.
404. **Individual Gymnastics.** (Men) Credit—One hour. Mr. Lowe.
406. **Organization and Administration of Health and Physical Education.** Credit—Two hours. Miss Cree. This course is designed for seniors who wish to teach health and physical education. It includes the principles and problems involved in the teaching of health and physical education in the secondary school.

PHYSICAL SCIENCE

MR. STUTZMAN, CAPTAIN CLAY

- 103, 104. **General Physical Science.** Credit—Three hours each semester.

Chemistry

- 111, 112. **General Chemistry.** Credit—Four hours each semester.
311. **Qualitative Analysis.** Credit—Four hours.
312. **Quantitative Analysis.** Credit—Four hours.
- 315, 316. **Organic Chemistry.** Credit—Six hours for two semesters.
321. **Semi-Micro Qualitative Technique.** Credit—One hour. Three laboratory periods per week in analysis of small quantities of samples. Filtering is eliminated and color tests emphasized. Theory of qualitative analysis in Chemistry 311 must precede or accompany this course.

Physics

- 211, 212. **General Physics.** Credit—Four hours each semester.
411. **Light.** Credit—Two hours.
412. **Electricity.** Credit—Two hours.

SOCIAL STUDIES

DR. SCARBOROUGH, MR. THACHER

209. **West Virginia History, Geography and Government.** Credit—Three hours. For elementary education students.
- 211, 212. **Fundamental Social Problems.** Credit—Three hours each semester. Mr. Thacher. A study of many current social, economic, geographic, religious, governmental, and other world problems vitally affecting the lives of people.

Economics

205. **Principles of Economics.** Credit—Three hours. Mr. Thacher. A study of current business organizations, and factors of economic production. Brief history of banking.
206. **Economic Problems.** Credit—Three hours. Mr. Thacher. Considers practical problems of economic production, distribution, and consumption of commodities; employment problems.
305. **Money and Banking.** Credit—Three hours. Mr. Thacher. A practical study of banking with laboratory exercises; relation of banking to business and borrowing processes.
306. **Public Finance.** Credit—Two hours. Mr. Thacher. Characteristics of different types of taxation; sources and uses of public monies.

Government

301. **American Federal Government.** Credit—Three hours.
302. **State and Local Government.** Credit—Three hours.
401. **American Constitutional Development.** Credit—Three hours.

History

- 101, 102. **Development of Social Institutions.** Credit—Three hours each semester. Dr. Scarborough. A survey of world history with emphasis on the origin and development of those ideals and institutions which have influenced present day civilization. First semester begins with prehistoric man and continues to end of sixteenth century. Second semester (17th century to present) continues the interpretative treatment.
201. **American History to 1865.** Credit—Three hours. Dr. Scarborough. A survey of the Colonial background, the American Revolution, the early days of the republic, the Westward movement, sectionalism and the civil war.
202. **American History since 1865.** Credit—Three hours. Dr. Scarborough. Beginning with the aftermath of Reconstruction this course follows the new social, political and economic interests as they bear upon the history of the present.

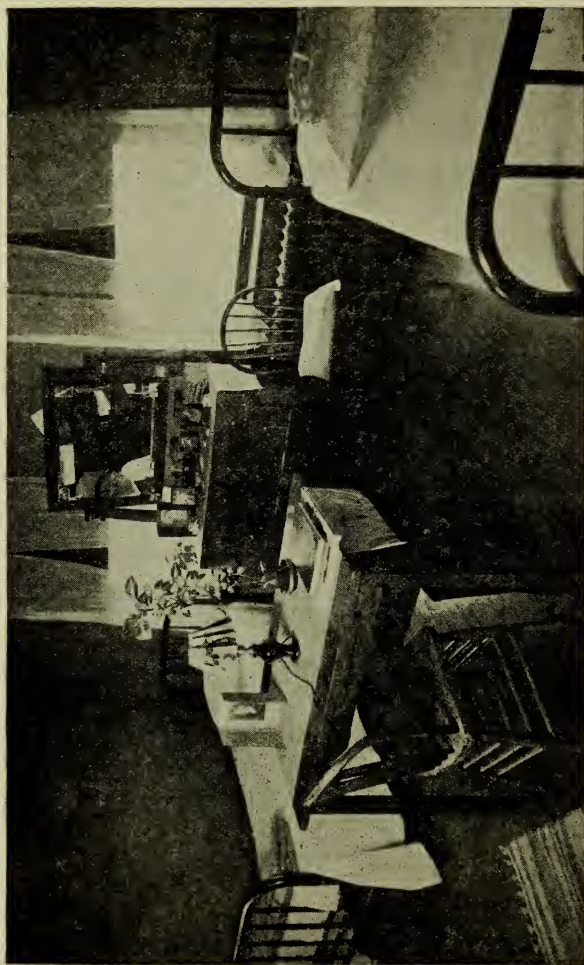
311. **Economic History of the United States.** Credit—Three hours. A chronological study of the economic growth and development of the United States. Prerequisites, History 101 and 102, and Economics 205.
312. **American History since 1900.** (From Roosevelt to Roosevelt.) Credit—Three hours. Dr. Scarborough. Begins with the problems of the Theodore Roosevelt administration and continues through World War I, post-war period, the New Deal, and World War II.
321. **West Virginia History.** Credit—Two hours. This course begins with the Westward expansion movement across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and on to present problems of the State.
331. **Ancient Civilization.** Credit—Two hours. A study of ancient civilization, primitive custom and thought, Greek art and philosophy, the Roman empire, barbarian invasions, and contributions of early peoples to civilization.
332. **Medieval History.** Credit—Three hours. Early development of the church, Moslem expansion, feudalism, the crusades, the Renaissance, the reformation, wars of religion, and the attainment of national unity.
333. **Modern European History.** Credit—Four hours. Dr. Scarborough. This course deals with political, economical, and intellectual achievements from the seventeenth century to the present, with considerable emphasis on current national and international problems.
402. **Diplomatic History of the United States.** Credit—Three hours. Dr. Scarborough. A survey of the development of United States foreign policy from colonial times to the present.
404. **World History since 1914.** Credit—Three hours. Dr. Scarborough. This course begins with the causes of World War I, the problems of peace, national and international developments after the war, and ends with an analysis of reasons for World War II.
411. **Latin American History.** Credit—Three hours. Dr. Scarborough. This course begins with the colonial period, the independence movement, the rise of national states, national and international developments, and ends with World War II.

Sociology

203. **General Sociology.** Credit—Two to three hours. Mr. Thacher. Deals with the origin and development of groups; social changes.
303. **The Family.** Credit—Two to three hours. Mr. Thacher. A short history of types of families; the problems of mate selection and orderly family living.
304. **Current Social Problems.** Credit—Two to three hours. Mr. Thacher.

SPANISH**MR. FARNSWORTH**

101. **Beginners' Spanish.** Credit—Three hours. A study of the fundamentals of Spanish grammar, with emphasis upon learning through conversation, dictation and reading in Spanish.
102. **Beginners' Spanish.** Credit—Three hours. A further study of grammar through conversation and use of text. A study of idioms and the reading of short stories.
201. **Spanish Civilization.** Credit—Three hours. A study of the history, customs and culture of the Spanish-American countries.
202. **Spanish Prose.** Credit—Three hours. A study of modern Spanish prose—short stories, novels and dramas of the 19th and 20th centuries.
301. **Advanced Grammar and Composition.** Credit—Three hours.
302. **Spanish Literature.** Credit—Three hours.



BEDROOM MILLER HALL

SCHEDULE OF CLASSES

First Semester 1946-1947

Freshmen will be present at 9:00 o'clock, Tuesday morning, September 10. Freshmen Exercises from 9 to 12 and from 1 to 2. Freshmen will secure their class assignments from 2 to 5, Tuesday afternoon, September 10.

Upper classmen may secure their class assignments from 9 to 12 and from 1 to 4, Tuesday, September 10.

First class meetings will be held at 8:15 Wednesday morning, September 11.

Students may determine their classification and enrollment procedure by reference to page 16 of this catalogue.

Courses numbered 300 and above are not open to Freshmen, except in very unusual cases.

The College reserves the right to withdraw any course in which the number of students enrolled does not reach as many as ten. Other courses may be added or substituted in case of sufficient demand.

In the series of figures below, 18-4-3, as an example, means that the course runs for 18 weeks, meeting 4 periods a week, and yielding 3 semester hours of credit. A total of 16 semester hours is a normal load.

K means Knutti Hall; M means McMurran Hall; S means Science Hall.

8:20

Ed. 203. Teaching the Three R's. 18-3-3 hrs. Tu, Th, F. Miss Shaw. K 21.

Ed. 321. Kindergarten-Primary Education. 18-2-2 hrs. M, W. Miss Shaw. K 21. _

Ed. 332. High School Methods and Management. 18-4-4 hrs. Tu, W, Th, F. Dr. Ash. K 14.

Non-credit English. 18-2-0. M, W. Mr. Horner. M 11.

Engl. 101. Written and Spoken English. 18-3-3 hrs. Tu, Th, F. Mr. Horner. M 11.

Engl. 211. Study and Appreciation of English Literature. 18-3-3 hrs. Tu, Th, F. Dr. Burns. K 12.

Engl. 307. Victorian Poetry. 18-2-2 hrs. M, W. Dr. Burns. K 12.

French 201. French Fiction of the 19th Century. 18-3-3 hrs. Tu, Th, F. Mr. Farnsworth. M 22.

Math. 211. Mathematics of Finance. 18-2-2 hrs. M, W. Mr. Lowe. K 11.

- P. Ed. 211. Rhythmic Activities. 18-2-1 hr. M, W. Miss Cree. Gym.
S. S. 301. American Federal Government. 18-3-3 hrs. Tu, Th, F. Dr. Scarborough. K 23.

9:10

- Art 303. Art History and Appreciation. 18-3-3 hrs. M, W, F. Mrs. Scanlon. K 22.
Biol. 103. General Botany. 18-5-4 hrs. Lect., W, Th, F. Lab., M at 9:10 and 10:05. Dr. LeFevre. S 22.
Com. 101. Accounting. 18-5-3 hrs. M, Tu, W, Th, F. Miss Williams. K 25.
Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School and a conference at 2:45. Miss Shaw. K 21.
Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School and conference two days at 2:45. Dr. Ash. K 14.
Engl. 304. The Drama. 18-3-3 hrs. M, W, F. Mr. Horner. M 11.
H. Ec. 306. Home Furnishing. 18-6-4 hrs. Lect., W, F. Lab., M, Th at 9:10 and 10:05. Mrs. Newman. S. 11.
Math. 102. Plane Trigonometry. 18-3-3 hrs. M, W, F. Mr. Lowe. K 11.
Mus. 305. Advanced Public School Music. 18-2-2 hrs. Tu, Th. Mr. Farnsworth. M 22.
P. Ed. 103. Personal Hygiene. 18-2-2 hrs. Tu, Th. Miss Cree. S 20.
P. Ed. 121. Freshman Orientation. 18-3-1 hr. M, W, F. Miss Conard. Gym.
P. Sci. 211. General Physics. 18-5-4 hrs. Lect., Tu, W, F. Lab., M at 9:10 and 10:05. Captain Clay. S. 36.
S. S. 201. Early American History. 18-3-3 hrs. M, W, F. Dr. Scarborough. K 23.

10:05

- Art 403. Water Color Painting. 18-4-3 hrs. M, Tu, Th, F. Mrs. Scanlon. K 22.
Com. 103. Typing. 18-4-2 hrs. M, Tu, Th, F. Miss Williams. K 24.
Ed. 101. Human Development. 18-4-3 hrs. Lect., M, Th. Lab., and conferences, Tu, F. Miss Shaw and Education Staff. K 21.
Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
Engl. 202. Backgrounds of Literature. 18-3-3 hrs. M, Tu, Th. Dr. Burns. K 12.

- Engl. 205. News Writing. 18-2-2 hrs. Tu, F. Mr. Horner. M 11.
- French 401. Advanced Grammar and Composition. 18-2-2 hrs. Tu, F. President White. K 17.
- Geog. 101. Principles of Geography. 18-3-3 hrs. Tu, Th, F. Mr. Thacher. S 12.
- P. Ed. 313. Individual and Dual Sports. 18-4-2 hrs. M, Tu, Th, F. Miss Conard. Gym.
- P. Ed. 323. Clog and Tap Dancing. 18-2-1 hr. M, Th. Miss Cree. Recreation Room.
- P. Ed. 403. Football and Basketball Officiating. 18-2-2 hrs. Tu, F. Lab. at 3:40. Mr. Lowe. K 11.
- S. S. 321. West Virginia History. 18-2-2 hrs. M, Th. Mr. Lowe. K 11.
- Span. 101. Beginner's Spanish. 18-3-3 hrs. Tu, Th, F. Mr. Farnsworth. M 22.

11:00

- Art. 101. Introductory Art. 18-3-2 hrs. M, Tu, Th. Mrs. Scanlon. K 22.
- Biol. 332. Comparative Anatomy. 18-6-4 hrs. Lect., M, W. Lab., Tu, F at 10:05 and 11:00. Dr. LeFevre. S 22.
- Com. 303. Commercial Law. 18-3-3 hrs. M, Tu, Th. Miss Williams. K 25.
- Ed. 204. Primary Methods. 18-2-2 hrs. W, F. Miss Shaw. K. 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 303. Shakespeare. 18-3-3 hrs. M, Tu, Th. Dr. Burns. K 12.
- H. Ec. 201. Foods. 18-5-3 hrs. Lect., M. Lab., Tu, F at 10:05 and 11:00. Mrs. Newman. S 10.
- Math. 305. Differential Calculus. 18-4-4 hrs. Tu, W, Th, F. Captain Clay. S 36.
- P. Ed. 320b. Social Dancing. 18-2-1 hr. W, F. Miss Conard. Recreation Room.
- P. Sci. 111. General Chemistry. 18-7-4 hrs. Lect., M, W, Th. Lab., Tu, F at 10:05 and 11:00. Mr. Stutzman. S 34.
- S. S. 311. Economic History of the United States. 18-3-3 hrs. M, Tu, Th. Mr. Thacher. S 12.

12:55

- Art 301. Principles of Design. 18-4-3 hrs. Tu, W, Th, F. Mrs. Scanlon. K 22.

- Com. 321. Advanced Stenography. 18-2-2 hrs. Tu, Th. Miss Williams. K 25.
- Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School, and conference at 2:45. Miss Shaw. K 21.
- Ed. 312. History of Modern Education. 18-3-3 hrs. M, W, F. Dean Kenamond. K 14.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 201. Effective Speaking. 18-2-2 hrs. Tu, Th. Mr. Horner. M 11.
- Engl. 405. Study of the English Language. 18-3-3 hrs. M, W, F. Dr. Burns. K 12.
- French 403. Outline of French Literature. 18-2-2 hrs. Tu, Th. Mr. Farnsworth. M 22.
- Math. 104a. Practical Arithmetic. 18-2-2 hrs. Tu, Th. Mr. Lowe. K 11.
- Math. 201. Advanced Algebra. 18-4-4 hrs. M, Tu, Th, F. Captain Clay. S 36.
- P. Ed. 401. Corrective Physical Education. 18-2-1 hr. Tu, Th. Miss Cree. Gym.
- P. Sci. 311. Qualitative Analysis. 18-10-4 hrs. Lect., M. Lab., Tu, W, F at 12:55., 1:50 and 2:45. Mr. Stutzman. S 32.
- P. Sci. 315. Organic Chemistry. 18-10-4 hrs. Lect., M, Th, at 1:50. Lab., Tu, W, F at 12:55, 1:50 and 2:45. Mr. Stutzman. S 32.
- S. S. 101. Development of Social Institutions. 18-3-3 hrs. M, W, F. Dr. Scarborough. K 23.
- S. S. 211. Fundamental Social Problems. 18-3-3 hrs. M, W, F. Mr. Thacher. S 12.
- Span. 201. Spanish Civilization. 18-3-3 hrs. M, W, F. Mr. Farnsworth. M 22.

1:50

- Art 405. Sculpture. 18-4-3 hrs. M, Tu, W, Th. Mrs. Scanlon. K 22.
- Biol. 306. Human Physiology. 18-6-4 hrs. Lect., M, W. Lab., Tu, F at 1:50 and 2:45. Dr. LeFevre. S 26.
- Com. 201. Stenography. 18-4-4 hrs. M, Tu, W, Th. Miss Williams. K 25.
- Ed. 201. Educational Psychology. 18-3-3 hrs. M, W, Th. Dean Kenamond. K 14.
- Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School, and a conference at 2:45. Miss Shaw. K 21.

- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 217. Use of the Library. 18-2-2 hrs. Tu, F. Miss Arnold. K 17.
- Engr. 101. Mechanical Drawing. 18-6-3 hrs. Lab., M, W, Th at 1:50 and 2:45. Captain Clay. S 36.
- French 101. Beginner's French. 18-3-3 hrs. M, W, Th. President White. K 17.
- H. Ec. 103. Textiles. 18-4-2 hrs. Lab., Tu, F at 1:50 and 2:45. Mrs. Newman. S 11.
- H. Ec. 301. Advanced Clothing. 18-6-3 hrs. Lab., M, W, Th. at 1:50 and 2:45. Mrs. Newman. S 11.
- Mus. 201. Introductory Music. 18-3-2 hrs. M, W, Th. Mr. Farnsworth. M. 22.
- P. Ed. 211. Team Sports for Women. 18-4-3 hrs. M, Tu, W, Th. Miss Conard. Gym.
- S. S. 205. Principles of Economics. 18-3-3 hrs. M, Tu, Th. Mr. Thacher. S 12.
- S. S. 333. Modern European History. 18-4-4 hrs. M, Tu, W, Th. Dr. Scarborough. K 23.

2:45

- Biol. 101. General Biological Science. 18-3-3 hrs. M, W, Th. Dr. LeFevre. S 20.
- Ed. 301. Psychology of Secondary Education. 18-2-2 hrs. M, W. Dr. Ash. K 14.
- Engl. 101. Written and Spoken English. 18-3-3 hrs. M, W, Th. Mr. Horner. M 11.
- French 301. Advanced Readings. 18-3-3 hrs. M, W, Th. Mr. Farnsworth. M 22.
- Geog. 206. Physical Geology. 18-3-3 hrs. M, W, Th. Mr. Thacher. S 12.
- P. Ed. 307. Principles of Basketball (Women). Last 9-5-1 hr. Miss Conard. Gym.
- P. Ed. 315. Archery. First 9-4-1 hr. M, Tu, W, Th. Miss Conard.
- P. Sci. 103. General Physical Science. 18-3-3 hrs. M, W, Th.

3:40

- Mus. 203. Chorus Work. 18-4-2 hrs. M, Tu, W, Th. Mr. Farnsworth. M 22.
- P. Ed. 305. Principles of Football. First 9-5-1 hr. Mr. Lowe. Fairfax Field.
- P. Ed. 307. Principles of Basketball (Men). Last 9-5-1 hr. Mr. Lowe. Gym.

Second Semester 1946-1947**8:15**

- Ed. 324. Teaching the Social Studies. 18-2-2 hrs. M, W. Miss Shaw. K 21.
- Ed. 411. Philosophy of Education. 18-2-2 hrs. M, W. Dr. Ash. K 14.
- Ed. 415. Tests and Measures in High School. 18-2-2 hrs. Tu, Th. Dr. Ash. K 14.
- Engl. 102. Written and Spoken English. 18-3-3 hrs. Tu, Th, F. Mr. Horner. M 11.
- Engl. 212. Study and Appreciation of American Literature. 18-3-3 hrs. Tu, Th, F. Dr. Burns. K 12.
- French 202. Drama of the 19th Century. 18-3-3 hrs. Tu, Th, F. Mr. Farnsworth. M 22.
- P. Ed. 222. Leadership in Physical Education. 18-2-1 hr. M, W. Miss Cree. Gym.
- S. S. 302. State and Local Government. 18-3-3 hrs. Tu, Th, F. Mr. Thacher. S 12.
- S. S. 402. Diplomatic History of the United States. 18-3-3 hrs. Tu, Th, F. Dr. Scarborough. K 23.

9:10

- Art 304. Art History and Appreciation. 18-3-3 hrs. M, W, F. Mrs. Scanlon. K 22.
- Biol. 104. General Zoology. 18-5-4 hrs. Lect., W, Th, F. Lab., M at 9:10 and 10:05. Dr. LeFevre. S 22.
- Com. 102. Accounting. 18-5-3 hrs. M, Tu, W, Th, F. Miss Williams. K 25.
- Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School, and a conference at 2:45. Miss Shaw. K 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 311. Exposition. 18-3-3 hrs. M, W, F. Dr. Burns. K 12.
- Engl. 312. Lyric Poetry. 18-2-2 hrs. Tu, Th. Mr. Horner. M 11.
- Engl. 404. Great Essays. 18-3-3 hrs. M, W, F. Mr. Horner. M 11.
- H. Ec. 309. Dietetics. 18-6-4 hrs. Lect., W, F. Lab., M, Th at 9:10 and 10:05. Mrs. Newman. S 10.
- Math. 101. Solid Geometry. 18-3-3 hrs. M, W, F. Mr. Lowe. K 11.
- P. Ed. 122. Freshman Orientation. 18-3-1 hr. M, W, F. Miss Conard. Gym.

- P. Ed. 312. Health Problems. 18-2-2 hrs. Tu, Th. Miss Cree. S 20.
- P. Sci. 212. General Physics. 18-5-4 hrs. Lect, Tu, W, F. Lab., M at 9:10 and 10:05. Captain Clay. S 36.
- S. S. 202. Later American History. 18-3-3 hrs. M, W, F. Dr. Scarborough. K 23.

10:05

- Art 402. Oil Painting. 18-4-3 hrs. M, Tu, Th, F. Mrs. Scanlon. K 22.
- Com. 104. Typing. 18-4-2 hrs. M, Tu, Th, F. Miss Williams. K 24.
- Ed. 102. Human Development. 18-4-3 hrs. Lect., M, Th. Lab. and conference, Tu, F. Miss Shaw and Education Staff. K 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 204. Play Directing. 18-2-2 hrs. M, Th. Mr. M 11.
- Engl. 206. News Editing. 18-2-2 hrs. Tu, F. Mr. M 11.
- French 402. Phonetics and Oral French. 18-2-2 hrs. Tu, F. President White. K 17.
- P. Ed. 322. Natural Dancing. 18-2-1 hr. M, Th. Miss Cree. Gym.
- S. S. 209. West Virginia History, Geography and Government. 18-3-3 hrs. Tu, Th, F. Mr. Lowe. K 11.
- S. S. 411. Latin American History. 18-3-3 hrs. M, Tu, Th. Dr. Scarborough. K 23.
- Span. 102. Beginner's Spanish. 18-3-3 hrs. Tu, Th, F. Mr. Farnsworth. M 22.

11:00

- Art 102. Public School Art. 18-3-2 hrs. M, Tu, Th. Mrs. Scanlon. K 22.
- Biol. 406. Embryology. 18-6-4 hrs. Lect., M, W. Lab., Tu, F at 10:05 and 11:00 Dr. LeFevre. S 24.
- Ed. 207. West Virginia School System and Course of Study. 18-2-2 hrs. W, F. Miss Shaw. K 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 313. World Literature. 18-3-3 hrs. M, Tu, Th. Dr. Burns. K 12.
- H. Ec. 202. Foods. 18-5-3 hrs. Lect., M. Lab., Tu, F. at 10:05 and 11:00. Mrs. Newman. S 10.
- Math. 306. Integral Calculus. 18-4-4 hrs. Tu, W, Th, F. Captain Clay. S 36.
- P. Ed. 303. First Aid. 18-2-1 hr. W, F. Miss Conard. Gym.

- P. Ed. 314. Club Leadership. 18-3-2 hrs. M, Tu, Th. Miss Cree. Gym.
- P. Sci. 112. General Chemistry. 18-7-4 hrs. Lect., M, W, Th. Lab., Tu, F at 10:05 and 11:00. Mr. Stutzman. S 34.
- S. S. 305. Money and Banking. 18-3-3 hrs. M, Tu, Th. Mr. Thacher. S 12.

12:55

- Art 302. Applied Design. 18-4-3 hrs. M, Tu, W, Th. Mrs. Scanlon. K 22.
- Com. 322. Advanced Stenography. 18-2-2 hrs. Tu, Th. Miss Williams. K 25.
- Ed. 201. Educational Psychology. 18-3-3 hrs. M, W, F. Dean Kenamond. K 14.
- Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School, and a conference at 2:45. Miss Shaw. K 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Ed. 414. Tests and Measurements in the Elementary School. 18-2-2 hrs. Tu, Th. Dean Kenamond. K 14.
- Engl. 111. Voice and Diction. 18-2-2 hrs. Tu, Th. Mr. _____. M 11.
- French 404. French Civilization and Culture. 18-2-2 hrs. Tu, Th. Mr. Farnsworth. M 22.
- Math. 104b. Practical Arithmetic. 18-2-2 hrs. Tu, Th. Mr. Lowe. K 11.
- Math. 232. Analytic Geometry. 18-4-4 hrs. M, Tu, Th, F. Captain Clay. S 36.
- P. Ed. 320a. Folk Dancing. 18-2-1 hr. Tu, Th. Miss Conard. Recreation Room.
- P. Ed. 406. Organization and Administration of Physical Education. 18-2-2 hrs. Tu, Th. Miss Cree. Gym.
- P. Sci. 312. Quantitative Analysis. 18-12-4 hrs. Lab., M, Tu, W, F at 12:55, 1:50 and 2:45. Mr. Stutzman. S 32.
- P. Sci. 316. Organic Chemistry. 18-7-2 hrs. Lect., Th. Lab., Tu, F at 12:55, 1:50 and 2:45. Mr. Stutzman. S 32.
- S. S. 102. Development of Social Institutions. 18-3-3 hrs. M, W, F. Dr. Scarborough. K 23.
- S. S. 212. Fundamental Social Problems. 18-3-3 hrs. M, W, F. Mr. Thacher. S 12.
- Span. 202. Spanish Prose. 18-3-3 hrs. M, W, F. Mr. Farnsworth. M 22.

1:50

- Art 211. Introductory Crafts. 18-3-2 hrs. M, W, Th. Mrs. Scanlon. K 22.
- Biol. 204. Bacteriology. 18-6-4 hrs. Tu, W, Th, F at 1:50 and Tu, F at 2:45. Dr. LeFevre. S 24.
- Com. 202. Stenography. 18-4-4 hrs. M, Tu, W, Th. Miss Williams. K 25.
- Ed. 306. Directed Teaching in Grades 1 to 6. 18-6-3 hrs. Five periods in the Elementary School, and a conference at 2:45. Miss Shaw. K 21.
- Ed. 407. Directed Teaching in High School. 18-7-5 hrs. Five periods in the High School, and conference two days at 2:45. Dr. Ash. K 14.
- Engl. 302. Contemporary Literature. 18-2-2 hrs. Tu, F. Dr. Burns. K 12.
- Engl. 314. The English Novel. 18-3-3 hrs. M, W, Th. Dr. Burns. K 12.
- Engr. 102. Descriptive Geometry. 18-6-3 hrs. Lab., M, W, Th at 1:50 and 2:45. Captain Clay. S 36.
- French 102. Beginner's French. 18-3-3 hrs. M, W, Th. President White. K 17.
- H. Ec. 104. Clothing. 18-4-2 hrs. Lab., Tu, F at 1:50 and 2:45. Mrs. Newman. S 11.
- H. Ec. 307. Home Management. 18-3-3 hrs. M, W, Th. Mrs. Newman. S 11.
- Mus. 202. Public School Music. 18-3-2 hrs. M, W, Th. Mr. Farnsworth. M 22.
- Mus. 301. Music Appreciation. 18-2-2 hrs. Tu, F. Mr. Farnsworth. M 22.
- P. Ed. 201. Games. 18-2-1 hr. Tu, F. Miss Conard. Gym.
- S. S. 206. Economic Problems. 18-3-3 hrs. M, W, Th. Mr. Thacher. S 12.
- S. S. 404. World History since 1914. 18-3-3 hrs. M, W, Th. Dr. Scarborough. K 23.

2:45

- Biol. 102. General Biological Science. 18-3-3 hrs. M, W, Th. Dr. LeFevre. S 20.
- Com. 304. Retail Merchandising. 18-3-3 hrs. M, W, Th. Miss Williams. K 25.
- Engl. 102. Written and Spoken English. 18-3-3 hrs. M, W, Th. Mr. Horner. M 11.
- Engl. 317. Library Organization and Administration. 18-3-3 hrs. M, W, Th. Miss Arnold. K 17.

French 302. Advanced Readings. 18-3-3 hrs. M, W, Th. Mr. Farnsworth. M 22.

Geog. 302. World Geography. 18-3-3 hrs. M, W, Th. Mr. Thacher. S 12.

P. Ed. 206. Tennis. Last 9-4-1 hr. M, Tu, W, Th. Miss Conard.

P. Ed. 307. Principles of Basketball (Women). First 9-5-1 hr. Miss Conard. Gym.

P. Sci. 104. General Physical Science. 18-3-3 hrs. M, W, Th. Mr. Stutzman. S 34.

3:40

Mus. 204. Chorus Work. 18-4-2 hrs. M, Tu, W, Th. Mr. Farnsworth. M 22.

P. Ed. 306. Principles of Baseball. Last 9-5-1 hr. Mr. Lowe. Fairfax Field.

P. Ed. 307. Principles of Basketball (Men). First 9-5-1 hr. Mr. Lowe. Gym.

DEGREES CONFERRED IN 1945

(1946 addresses of the graduates are given.)

BACHELOR OF ARTS

Eleanor Lee Lloyd, high school teacher, Martinsburg.

Laura Coleman Loughrie, library work, Baltimore, Md.

Abner Albin Rissler, teacher, Philadelphia, Pa.

BACHELOR OF ARTS, ELEMENTARY EDUCATION

Ella Bergdoll, elementary school teacher, Moorefield.

Earl Sheldon Black, elementary school teacher, Petersburg.

Martha Aurilla Bomberger, elementary school teacher, Davis.

Mildred Schwinabart Burgess, elementary school teacher, Elk Garden.

Kathryn Bonner Caton, elementary school teacher, Martinsburg.

Ira Combs, elementary school teacher, Needmore.

Maxine Bowermaster Dumire, elementary school teacher, Kingwood.

Virginia Martin Gray, elementary school teacher, Winchester, Va.

Velma Ann Green, elementary school teacher, Elk Garden.

Mary Bates Madison, elementary school teacher, Kearneysville.

Randall Howard Martin, elementary school teacher, Pleasant Dale.

Lucy Virginia Miller, elementary school teacher, Pikeside, Martinsburg.

Elva Neotie Park, elementary school teacher, Inkerman.

Harry Fulton Wintermoyer, elementary school teacher, Charles Town.

Tressie June Wolfe, elementary school teacher, Terra Alta.

BACHELOR OF ARTS, SECONDARY EDUCATION

Jane Virginia Alther, high school teacher, Martinsburg.

Gladys Kathryn Arnold, high school teacher, Berkeley Springs.

Virginia Ruth Chapman, Home Economics Demonstration Agent,
Charles Town.

Margaret Greenwade Coleman, Keyser.

Ruth Marie Conard, high school teacher, Sparrows Point, Md.

Margaret Adele Hollis, high school teacher, Sparrows Point, Md.

Margaret Chloe Kendig, high school teacher, Martinsburg.

Eleanor Lee Lloyd, high school teacher, Martinsburg.

Fred Hubert Manning, high school teacher, Hagerstown, Md.

Elizabeth Lee Patterson, high school teacher, Charles Town.

Anna Marie Roulette, high school teacher, Williamsport, Md.

Kathryn Raffensperger Thomas, high school teacher, Hagerstown, Md.

Eileen Aurelia Whisner, high school teacher, Woodland Way, Hagerstown, Md.

SUMMARY OF ENROLLMENT 1945-1946

ENROLLMENT BY COUNTIES AND STATES

Counties	Resident	Extension	Number Different Students		Total
			Men	Women	
Berkeley	100	0	32	68	100
Grant	13	1	3	10	13
Hampshire	31	31	17	34	51
Hardy	24	31	14	33	47
Jefferson	83	0	24	59	83
Mineral	17	1	2	15	17
Morgan	22	18	13	24	37
Pendleton	12	1	4	8	12
Preston	2	0	0	2	2
Raleigh	2	0	0	2	2
Randolph	1	0	0	1	1
Tucker	4	0	1	3	4
Wood	1	0	1	0	1
Wyoming	1	0	0	1	1
Cook, Illinois	1	0	0	1	1
Allegany, Maryland	2	0	2	0	2
Baltimore, Maryland	1	0	0	1	1
Washington, Maryland	23	0	5	18	23
Union, New Jersey	2	0	0	2	2
St. Lawrence, New York	4	0	3	1	4
Allegheny, Pennsylvania	1	0	1	0	1
Franklin, Pennsylvania	1	0	0	1	1
Clarke, Virginia	1	0	1	0	1
Frederick, Virginia	10	19	0	26	26
Loudoun, Virginia	2	0	1	1	2
TOTALS	361	*102	124	311	435

*Twenty-eight students in summer school did extension work during the regular year.

SUMMER TERM 1945

	Men	Women	Total
Post Graduate	14	32	46
Senior, Elementary Education	7	32	39
Senior, Secondary Education	2	4	6
Junior, Elementary Education	3	57	60
Junior, Secondary Education	0	5	5
Sophomore, Elementary Education	0	9	9
Sophomore, Secondary Education	0	0	0
Freshman, Elementary Education	1	20	21
Freshman, Secondary Education	1	4	5
Unclassified	1	10	11
TOTAL	29	173	202

REGULAR YEAR, Resident

	Men	Women	Total
Post Graduate	4	10	14
Senior, Arts and Science	2	0	2
Senior, Elementary Education	7	13	20
Senior, Secondary Education	4	9	13
Senior, Single Curriculum	1	0	1
Junior, Elementary Education	1	14	15
Junior, Secondary Education and Arts and Science	8	9	17
Junior, Single Curriculum	0	1	1
Sophomore, Elementary Education	0	3	3
Sophomore, Secondary Education and Arts and Science	14	10	24
Sophomore, Single Curriculum	0	1	1
Freshman, Elementary Education	2	9	11
Freshman, Secondary Education and Arts and Science	31	24	55
Freshman, Single Curriculum	1	3	4
Unclassified	4	1	5
Total	79	107	186

REGULAR YEAR, EXTENSION

	Men	Women	Total
Post Graduate	7	12	19
Senior, Elementary Education	4	13	17
Senior, Secondary Education	1	0	1
Junior, Elementary Education	11	36	47
Junior, Secondary Education	0	1	1
Sophomore, Elementary Education	1	5	6
Sophomore, Secondary Education	0	0	0
Freshman, Elementary Education	0	6	6
Freshman, Secondary Education	0	0	0
Unclassified	0	5	5
Total	24	78	102

TOTAL ENROLLMENT, 1945-1946

	Men	Women	Total
Post Graduate	24	54	78
Senior, Arts and Science	2	0	2
Senior, Elementary Education	16	42	58
Senior, Secondary Education	6	12	18
Senior, Single Curriculum	1	0	1
Junior, Elementary Education	12	97	109
Junior, Secondary Education and Arts and Science	8	12	20
Junior, Single Curriculum	0	1	1
Sophomore, Elementary Education	1	13	14
Sophomore, Secondary Education and Arts and Science	14	10	24
Sophomore, Single Curriculum	0	1	1
Freshman, Elementary Education	3	26	29
Freshman, Secondary Education and Arts and Science	31	25	56
Freshman, Single Curriculum	1	3	4
Unclassified	5	15	20
Total	124	311	435

RESIDENT ENROLLMENT BY TERMS

	Summer 1945	First Semester	Second Semester
Men	29	30	74
Women	173	99	87
Total	202	129	161

